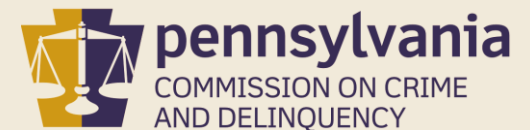


# SUBMITTING SIGNATURE DOCUMENTS

A guide to  
submitting a  
Signature Page  
and Award Letter in  
Egrants



# INFORMATION GUIDE

This guide follows each step that a Sample Grantee takes to submit a Signature Page and Award Letter in Egrants. The enhancement to the current procedures will simplify the process of submitting signature documents.

You may follow this walkthrough page by page, or view the Signature Page and Award Letter instructions individually by clicking on the hyperlinks listed to the right.

## TABLE OF CONTENTS

1. [Upload a Signature Page in Egrants](#)
2. [Upload an Award Letter in Egrants](#)

# 1. Upload a Signature Page in Egrants

Log into Egrants with your User ID and Password

Enter your Keystone Login credentials to log in to Egrants



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](#)

On the Main Menu, click the top menu item link to access an existing project.

### 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.

On the right side of the Project Management Search page, you'll see a menu titled **Quick Searches**. Click on the linked titled [Applications in Process](#) or enter the Grant ID in the box provided.

**PROJECT MANAGEMENT SEARCH**

**Search Criteria:**

Grant ID:

Applicant Agency:  ▼

Recipient Agency:

Funding Announcement:  ▼

Keywords:  ▼

**Quick Searches**  
[Applications In Process \(1\)](#)  
[Awarded Projects - Active \(6\)](#)

Information about your active grants will appear below the Search Criteria section. Click on the **Grant ID** link for the grant you are working on.

### PROJECT MANAGEMENT SEARCH

#### Search Criteria:

Grant ID:

Applicant Agency:  ▼

Recipient Agency:

Funding Announcement:  ▼

Keywords:  ▼

*Applications In Process* Quick Search results displayed

<u>Grant ID</u>	<u>Applicant Agency</u>	<u>Title</u>
<a href="#">34507</a>	Sample Agency	

Click on the [Application](#) link.


#### PROJECT SUMMARY

- [CLICK HERE](#) To enter/update/view a Program, Fiscal, or Inventory Report for this grant (Monitoring menu item).
- [CLICK HERE](#) To view any Audit Information for this grant (Audit menu item).
- [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
34507:	Create Project Modification Request (PMR)		
	<a href="#">Application</a>	8/1/2020 - 8/1/2022	Open - Under Review  

On the bottom of the page, there is a box for **Signature Documents**:

- 1) Next to **Contract Signature Page**, click on the icon  to download to the signature page.
- 2) Save it to your computer.
- 3) Obtain required signatures (see next page for details).

**Signature Documents**

**Contract Signature Page:**  (download blank signature page)

**Grantee Signed:**   

**PCCD Received:**



SUBGRANT: 34507

Short Title:

11. IN WITNESS WHEREOF, the Applicant has caused this subgrant application to be executed, attested, and ensealed by its proper officials, pursuant to legal action authorizing the same to be done.

DATE
SIGNATURE OF ATTESTING OFFICER
TITLE OF ATTESTING OFFICER

Sample Agency  
NAME OF APPLICANT AGENCY

By: \_\_\_\_\_  
Title: \_\_\_\_\_

By: \_\_\_\_\_  
Title: \_\_\_\_\_

By: \_\_\_\_\_  
Title: \_\_\_\_\_

(SEAL)

APPROVED AS TO FORM AND LEGALITY:

\_\_\_\_\_  
SOLICITOR

APPROVED: \_\_\_\_\_  
CONTROLLER

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

\_\_\_\_\_  
DISTRICT ATTORNEY  
(VS applications only)

**FOR PCCD USE ONLY**

We certify that this application is approved and that a grant award has been received to pay the herein stated \_\_\_\_\_ funds.

_____ PCCD Executive Director or designee	_____ DATE
_____ COMPTROLLER OPERATIONS	_____ DATE
_____ COUNSEL TO PCCD	_____ DATE
_____ 35-FA-1.2 OFFICE OF GENERAL COUNSEL	_____ DATE
_____ 35-FA-1.2 DEPUTY ATTORNEY GENERAL	_____ DATE

Approved as to form and legality:

### Signature Page Guide

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

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

#### ■ Signature Requirements (top right side of Signature Page)


- 1) County – At least two County Commissioners or County Executive
- 2) 1st Class City (Philadelphia) – Mayor or Managing Director
- 3) 2nd Class/Class A City – Mayor
- 4) 3rd Class City – Mayor or Manager
- 5) Borough – President of Borough Council
- 6) 1st Class Township – President of Board of Commissioners
- 7) 2nd Class Township – Chairperson of Board of Supervisors
- 8) Home Rule Municipality – As provided by Home Rule Charter or other state law
- 9) State Agency – As provided by state agency’s regulations and internal procedures
- 10) Private Organization – Chairperson/President or Vice-Chairperson/Vice-President of the Board of Directors or as otherwise provided by organization’s by-laws
- 11) School Districts – Chief School Administrator (Superintendent or Board Chairperson)

#### ■ Attesting Officer’s Signature (top left side of the Signature Page)


- 1) Chief Clerk of the governmental applicant or other proper official.
- 2) For a private organization, the attesting officer is the Board Secretary or Treasurer or another proper official of the applicant.
- 3) For a School District, the attesting officer can be any school official such as a Board member or Business Manager.


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

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

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


**Signature Documents**


**Contract Signature Page:**  (download blank signature page)

**Grantee Signed:**  **Browse...** 

**PCCD Received:**



**Signature Documents**

**Contract Signature Page:**  (download blank signature page)

**Grantee Signed:** C:\Users\ckuchar\Desktop\  **Browse...** 


**PCCD Received:**

Once the Signature Page is successfully uploaded:

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


**Signature Documents**


**Contract Signature Page:**  (download blank signature page)

**Grantee Signed:** 34507\_Signature Page Sample.pdf  

**PCCD Received:** 03/30/2021

**Signature Documents**

**Contract Signature Page:**  (download blank signature page)

**Grantee Signed:**   

**PCCD Received:**

## 2. Upload an Award Letter in Egrants

Once the grant is awarded, the award letter will be approved and signed by PCCD. You will receive Egrants notification in your work manager when the award letter is uploaded and ready to be signed by the Authorized Recipient Authority for your agency.

To view your Work Manager, go to the Main Menu. Click the link shown below to view alerts and/or tasks assigned to you. This will open your work manager.

### Welcome to PCCD Egrants!

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[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).

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[CLICK HERE](#) To Unsubscribe from Email notifications when granting opportunities become available.

In the Work Manager, a **Task** is created for the award letter once it is approved and released by PCCD.

- 1) Click the link for this task in your work manager and it will take you to the Application Summary.
- 2) The section at the bottom of the Application Summary is for the **Signature Documents**. Click the **Award Letter Signature Page** icon  to open/save the award letter.
- 3) The award letter should be signed by the Authorized Recipient Authority designated on the bottom right.

**TASKS AND ALERTS**

Search Criteria:


Title:


Category: [All]

Action: [All]


Type: [All]


Status: [All]

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".

Type: <u>Title</u>	<u>Category</u>	<u>Action</u>	<u>Status</u>
<b>Task : 34507</b> Sample Agency	Applications	Sign and Attach Award Letter 	New


**Signature Documents**


**Contract Signature Page:**  (download blank signature page)

**Grantee Signed:** 34507\_Signature Page Sample.pdf 

**PCCD Received:** 03/30/2021


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**Award Letter Signature Page:**  (Download PCCD Signed Award Letter)



**Grantee Signed:**   

**PCCD Received:**



Once the award letter is signed by the Authorized Recipient Authority for your agency, it should be uploaded to PCCD:



- 1) Click **Browse** to find the signed Award Letter.
- 2) Once the file is chosen, click on the green arrow  to upload it to PCCD.

**Signature Documents**



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


---



**Award Letter Signature Page:**  (Download PCCD Signed Award Letter)  
**Grantee Signed:**  **Browse...**   
**PCCD Received:**

**Award Letter Signature Page:**  (Download PCCD Signed Award Letter)  
**Grantee Signed:** C:\Users\ckuchar\Desktop\  **Browse...**   
**PCCD Received:**


Once successfully uploaded:


- 1) You will be able to view the uploaded file by clicking on the document icon   
You can also remove it by clicking on the 
- 2) If the award letter is not accepted for any reason, PCCD staff will remove it and notify you.  
The second screenshot below reflects the removal of the Award Letter.
- 3) The third screenshot below reflects receipt and acceptance of the award letter by PCCD.

**Award Letter Signature Page:**  (Download PCCD Signed Award Letter)


**Grantee Signed:** AwardNotice\_2021-03-19\_34507\_SIGNED.pdf  


**PCCD Received:** 03/30/2021

**Award Letter Signature Page:**  (Download PCCD Signed Award Letter)

**Grantee Signed:**   

**PCCD Received:**

**Award Letter Signature Page:**  (Download PCCD Signed Award Letter)

**Grantee Signed:** AwardNotice\_2021-03-19\_34507\_SIGNED.pdf 

**PCCD Received:** 03/30/2021