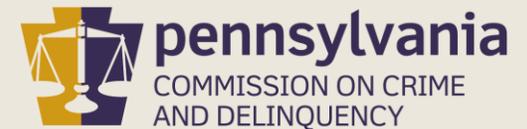


GRANT APPLICATION WALKTHROUGH

A guide to
completing a grant
application in
Egrants



INFORMATION GUIDE

This walkthrough provides a general overview of how to complete a grant application in Egrants.

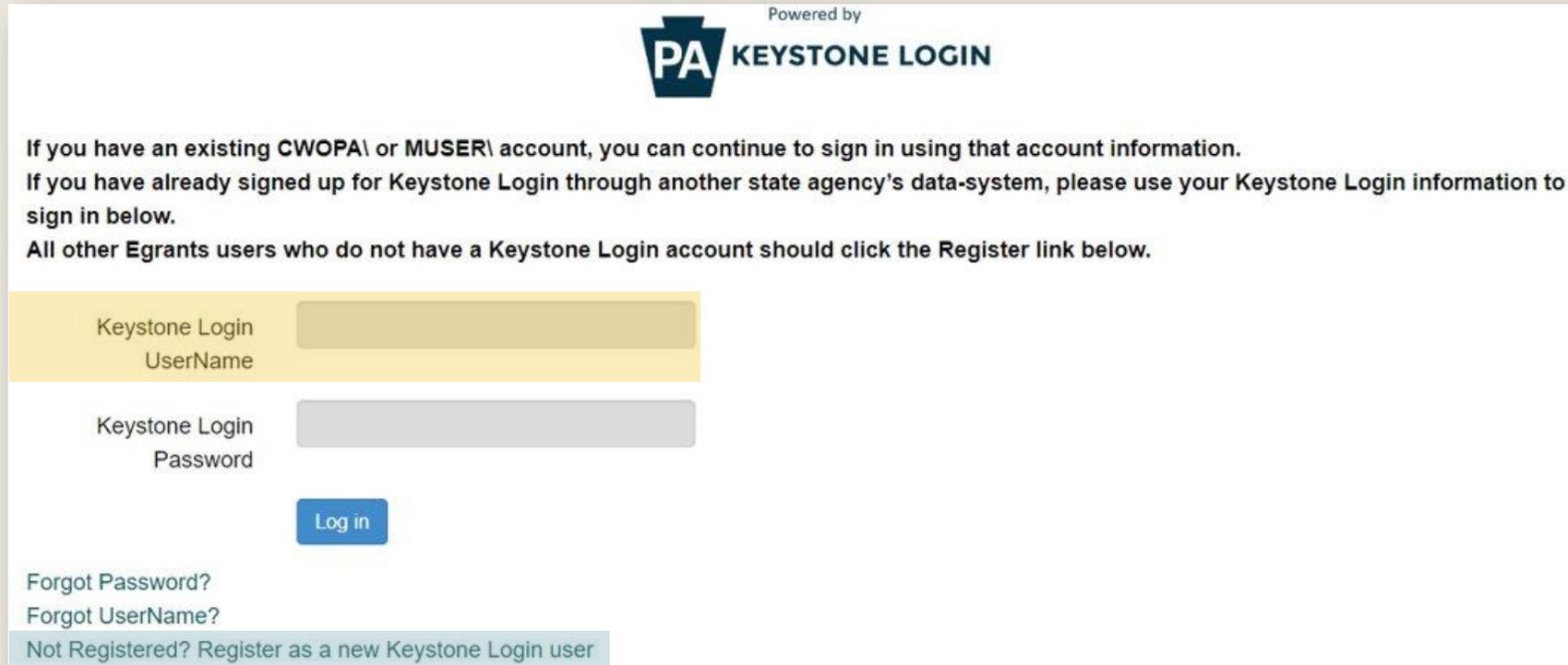
You may follow this walkthrough page by page or click on a step listed on the right of this slide for information on a specific step of the process.

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 2. [Complete Application Sections](#)
 3. [Access Grant Application Draft](#)
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-

1. CREATE AN APPLICATION IN EGRANTS

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



The screenshot shows the login interface for Egrants. At the top, it says "Powered by PA KEYSTONE LOGIN" with a logo. Below this, there are instructions: "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." The form has two input fields: "Keystone Login UserName" and "Keystone Login Password". Below the password field is a blue "Log in" button. At the bottom, there are links for "Forgot Password?", "Forgot UserName?", and "Not Registered? Register as a new Keystone Login user".

Powered by
PA KEYSTONE LOGIN

If you have an existing CWOPA\ or MUSER\ account, you can continue to sign in using that account information.
If you have already signed up for Keystone Login through another state agency's data-system, please use your Keystone Login information to sign in below.
All other Egrants users who do not have a Keystone Login account should click the Register link below.

Keystone Login
UserName

Keystone Login
Password

Log in

Forgot Password?
Forgot UserName?
Not Registered? Register as a new Keystone Login user

If you do not have login credentials, you must register an account with Egrants. The [Keystone Login Guide](#) can guide you through the registration process.

On the Main Menu, click the top menu item link which reads “To create a new Application (or Concept Paper) in response to a Funding Announcement (Funding Announcement tab).”

Welcome to PCCD Egrants!

Please select a menu tab or prompt link to continue.

[CLICK HERE](#) To access an existing project (Grant Application, Continuation Application, Modification...) or create/update reports such as the Program Report, Fiscal Report, or Inventory Report (Project Management tab).

[CLICK HERE](#) To create a new Application (or Concept Paper) in response to a Funding Announcement (Funding Announcement tab).

[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.



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

FUNDING ANNOUNCEMENT SEARCH

Search Criteria:

Funding Announcement Title:

Program Area: [All]

Funding Stream: [All]

Plan Year: [All]

Status: Open

<u>Fund. Annc. Title</u>	<u>Program Area</u>	<u>Funding Stream</u>	<u>Amount Announced</u>	<u>Open Date</u>	<u>Due Date</u>	<u>Status</u>
COVID-19 Nonpublic School Health and Safety Grants	School Safety and Security Committee	School Safety and Security	\$7,500,000.00	6/16/2020	7/8/2020	Open
COVID-19 School Health and Safety Grants FY20-21	School Safety and Security Committee	School Safety and Security	\$150,000,000.00	6/15/2020	6/30/2020	Open

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

FUNDING ANNOUNCEMENT SUMMARY

Funding Annc. Title: COVID-19 Nonpublic School Health and Safety Grants
Year: 2018
Program Area: School Safety and Security Committee
Funding Stream: SS
Funding Area: School Safety and Security
Release Date: 6/16/2020
Due Date: 7/8/2020
Concept Papers Required? No
Competitive/Non-Competitive: Non-Competitive
Amount Announced: 7,500,000.00
Status: Open
Summary: A total of \$7.5 million from the School Safety and Security Fund is being announced to support this initiative. The SSSC may fund up to 29 intermediate units on behalf of nonpublic schools for a project period not to exceed one year.

Program Contact Person: [Ms. Christina Cosgrove](#)

Fiscal Contact Person: [Mr. Chris Epoca](#)

You may view the Funding Announcement document [here](#).

Agency/Project responses for this Funding Announcement

Applicant Agency	Project ID	Project Title
Sample School District - Part B	30464	

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**.

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

Grant ID: 30467
Status: Open - Draft

Project Title:
Funding Announcement: [COVID-19 Nonpublic School Health and Safety Grants](#)

Recipient Agencies must be entered in the Main Summary Information section.

Section Name	Status	Point Value	Last Update
Executive Summary	In Process	0	6/16/2020 8:48:21 AM
Program Activities	In Process	0	6/16/2020 8:48:21 AM
Project Narrative	In Process	0	6/16/2020 8:48:21 AM
Attachments	In Process	0	6/16/2020 8:48:21 AM
Certification	In Process	0	6/16/2020 8:48:21 AM
Procurement Details	In Process	0	6/16/2020 8:48:21 AM
Approval Checklists	In Process	0	6/16/2020 8:48:21 AM
Budget Detail	In Process	0	6/16/2020 8:48:23 AM
Main Summary Information	In Process	0	6/16/2020 8:48:23 AM
Performance Indicators	In Process	0	6/16/2020 8:48:21 AM
Fiscal Accountability	In Process	0	6/16/2020 8:48:21 AM
Federal Transparency Act Certification	In Process	0	6/16/2020 8:48:21 AM

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

Message from webpage



Your Grant ID is 30467. Please write this number down.
You will use this Grant ID to access your project from now on.

OK

2. Complete Application Sections

The Application Summary page contains each section of the application. Beginning with the Main summary Information Section, click on the **Section Name** of each section to open and complete that part of the application.

Grant ID: 30467 Project Title: **Fund Announcement:** [COVID-19 Nonpublic School Health and Safety Grants](#)
Status: Open - Draft

APPLICATION SUMMARY

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

Section Name	Status	Point Value	Last Update
Executive Summary	In Process	0	6/16/2020 8:48:21 AM
Program Activities	In Process	0	6/16/2020 8:48:21 AM
Project Narrative	In Process	0	6/16/2020 8:48:21 AM
Attachments	In Process	0	6/16/2020 8:48:21 AM
Certification	In Process	0	6/16/2020 8:48:21 AM
Procurement Details	In Process	0	6/16/2020 8:48:21 AM
Approval Checklists	In Process	0	6/16/2020 8:48:21 AM
Budget Detail	In Process	0	6/16/2020 8:48:23 AM
Main Summary Information	In Process	0	6/16/2020 8:48:23 AM
Performance Indicators	In Process	0	6/16/2020 8:48:21 AM
Fiscal Accountability	In Process	0	6/16/2020 8:48:21 AM
Federal Transparency Act Certification	In Process	0	6/16/2020 8:48:21 AM

[View Contract](#) [Preview Signature Page](#) [Submit Application](#) [Withdraw Application](#)
[View Issues/Comments](#)

The Section Names that appear in the application may not match the example shown above as each Funding Announcement has unique application sections. Please refer to the [Funding Announcement specific to the grant application](#) when completing the application sections.

Each Section will have a field with a drop down menu near the top of the page titled Completion Status. After completing each section, change this field from **In Process** to **Complete** then click the **Save** button.

EXECUTIVE SUMMARY (PART B)

Section Point Value: 5

Completion Status: In Process Complete In Process

Created By: Dr. Corden Naytor
Last Update By: Dr. Corden Naytor

Created Date: 8/7/2019 4:24:03 PM
Last Update Date: 8/8/2019 1:10:49 PM

Executive Summary (Part B)– (Maximum 5 points; response is limited to 2,000 characters, approximately 250-300 words).

1. All applicants should fill out the following script and paste into the Executive Summary section:

The name of school entity is requesting \$_____ to [provide a single sentence or two of what you are seeking to improve with your grant funding].

These funds will be used for the following: [provide a short summary or bullet points of what the funds will be used for].

Please note that responses in this section will be used in Committee grant summaries, posted publicly on PCCD's website, and could be mentioned in press releases. Plain language that clearly describes the intent of the project is most effective.

The Sample Agency is requesting \$60,000.00 to provide violence prevention programs and targeted outreach in our service area. These funds will be used to hire and Outreach Coordinator.

[View History](#) [Save](#) [Save And Continue Editing](#) [Return to Project Summary](#)

3. ACCESS GRANT APPLICATION DRAFT

The application may be done in segments as it will be saved in Egrants and can be accessed by logging into Egrants and clicking the menu option labeled **To access an existing project (Grant Application, Continuation Application, Modification...)** or create/update reports such as the **Program Report, Fiscal Report, or Inventory Report (Project Management tab)**

Welcome to PCCD Egrants!
Please select a menu tab or prompt link to continue.

[CLICK 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.

Click on the **Grant ID** that corresponds with the grant application being accessed.

PROJECT MANAGEMENT SEARCH

Search Criteria:

Grant ID:

Applicant Agency: ▼

Recipient Agency:

Funding Announcement: ▼

Keywords: ▼

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

Applications In Process Quick Search results displayed

<u>Grant ID</u>	<u>Applicant Agency</u>	<u>Title</u>	<u>Receipt Date</u>
30461	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
30461:	Create Project Modification Request (PMR)		
	Application	-	Open - Draft  

4. Complete Signature Page

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

Grant ID: 30467 Project Title: x
Status: Open - Draft Fund Announcement: [COVID-19 Nonpublic School Health and Safety Grants](#)

Previous Previous Previous Previous Previous

APPLICATION SUMMARY

Section Name	Status	Point Value	Last Update
Executive Summary	Complete	0	6/16/2020 8:59:49 AM
Program Activities	Complete	0	6/16/2020 9:00:01 AM
Project Narrative	Complete	0	6/16/2020 9:00:12 AM
Attachments	Complete	0	6/16/2020 9:00:45 AM
Certification	Complete	0	6/16/2020 9:00:53 AM
Procurement Details	Complete	0	6/16/2020 9:01:14 AM
Approval Checklists	Complete	0	6/16/2020 9:01:51 AM
Budget Detail	Complete	0	6/16/2020 9:03:11 AM
Main Summary Information	Complete	0	6/16/2020 9:03:25 AM
Performance Indicators	Complete	0	6/16/2020 9:06:55 AM
Fiscal Accountability	Complete	0	6/16/2020 9:07:13 AM
Federal Transparency Act Certification	Complete	0	6/16/2020 9:08:23 AM

Previous Previous Previous Previous Previous

[View Contract](#) [Preview Signature Page](#) [Submit Application](#) [Withdraw Application](#)
[View Issues/Comments](#)

Previous Previous Previous Previous Previous

The following page contains the below message advising that the Signature Page will appear in a new window. The window may not appear if a pop-up blocker is in use. If a new window does not appear within a minute, click on the link titled **Click Here**.

Your report should appear in a new window in about a minute, if it does not appear [Click Here](#).

You will need Adobe Reader to view the report.

If you receive errors when the Adobe Reader is attempting to display the report, make sure you have the latest version of the Reader software.

To continue, press the Continue button.

Continue

SUBGRANT: 30461

Short Title: Violence Prevention and Targeted Outreach

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

Approved as to form and legality:

COUNSEL TO PCCD

DATE

35-FA-1.2
OFFICE OF GENERAL COUNSEL

DATE

35-FA-1.2
DEPUTY ATTORNEY GENERAL

DATE

Signature Page Guide

- Applicants are only required to provide two signatures, one in each field highlighted in the example on the left side of this page.
- The **Chief School Administrator must sign the highlighted field on the right side** of the page.
- The **Attesting Officer must sign the highlighted field on the left side** of the page. An Attesting Officer can be *any* school official, such as a board member or business manager, that is capable of attesting to the authenticity of the signature of the Chief School Administrator.
- Once the Superintendent and Attesting Officer have provided their signatures, **the scanned copy of the signature page can be attached to the application in the Required Attachment section, or can be emailed to: ra-cd-grantsigs@pa.gov**

Applicants are not required to complete any section of the signature page outside of providing a signature from the Chief School Administrator and Attesting Officer.

5. SUBMIT APPLICATION

Once the signature page has been completed and emailed, submit the application by returning to the Application Summary Page and clicking the **Submit Application** button.

Grant ID: 30467 Project Title: x
Status: Open - Draft Fund Announcement: [COVID-19 Nonpublic School Health and Safety Grants](#)

Previous Previous Previous Previous Previous

APPLICATION SUMMARY

Section Name	Status	Point Value	Last Update
Executive Summary	Complete	0	6/16/2020 8:59:49 AM
Program Activities	Complete	0	6/16/2020 9:00:01 AM
Project Narrative	Complete	0	6/16/2020 9:00:12 AM
Attachments	Complete	0	6/16/2020 9:00:45 AM
Certification	Complete	0	6/16/2020 9:00:53 AM
Procurement Details	Complete	0	6/16/2020 9:01:14 AM
Approval Checklists	Complete	0	6/16/2020 9:01:51 AM
Budget Detail	Complete	0	6/16/2020 9:03:11 AM
Main Summary Information	Complete	0	6/16/2020 9:03:25 AM
Performance Indicators	Complete	0	6/16/2020 9:06:55 AM
Fiscal Accountability	Complete	0	6/16/2020 9:07:13 AM
Federal Transparency Act Certification	Complete	0	6/16/2020 9:08:23 AM

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[View Contract](#) [Preview Signature Page](#) [Submit Application](#) [Withdraw Application](#)
[View Issues/Comments](#)

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Applicants are encouraged to print out and review their applications prior to submitting them. This can be done by clicking the **View Contract** button.

After clicking the Submit button, a pop up alert will ask for confirmation that you're ready to submit the application. If you are ready to submit the application, click the **OK** button.

Message from webpage

Are you sure you want to submit this document? Reminder: You can view the contract at any time by using the View Contract button.

OK Cancel

Grant ID: 30467
 Status: Open - Draft

Project Title: x
 Fund Announcement: [COVID-19 Nonpublic School Health and Safety Grants](#)

APPLICATION SUMMARY

Section Name	Status	Point Value	Last Update
Executive Summary	Complete	0	6/16/2020 9:43:06 AM
Program Activities	Complete	0	6/16/2020 9:00:01 AM
Project Narrative	Complete	0	6/16/2020 12:29:09 PM
Attachments	Complete	0	6/16/2020 9:00:45 AM
Certification	Complete	0	6/16/2020 9:00:53 AM
Procurement Details	Complete	0	6/16/2020 9:01:14 AM
Approval Checklists	Complete	0	6/16/2020 9:01:51 AM
Budget Detail	Complete	0	6/16/2020 9:03:11 AM
Main Summary Information	Complete	0	6/16/2020 9:03:25 AM
Performance Indicators	Complete	0	6/16/2020 9:06:55 AM
Fiscal Accountability	Complete	0	6/16/2020 9:07:13 AM
Federal Transparency Act Certification	Complete	0	6/16/2020 9:08:23 AM

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

View Issues/Comments

6. CONFIRM APPLICATION SUBMISSION

To confirm the successful submission of a grant, return to the Project Summary page. The **Status** of an application that has been submitted will read **Open – Received**.

PROJECT SUMMARY

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

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

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

[CLICK HERE](#) To view the reporting requirements for this grant such as when fiscal reports are due (Reporting Requirements menu item).

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

Phase	Documents	Start - End Dates	Status
30461:	Create Project Modification Request (PMR)		
	Application	8/30/2019 - 10/10/2019	Open - Received  

ADDITIONAL INFORMATION

- Use the links in the table of contents to the right to revisit any step of this walkthrough.
- See the [Funding Announcement](#) for detail on grant application guidelines, eligibility, and requirements.
- If you have any questions, see the [Funding Announcement Q&A](#).
- For any questions not addressed in the Q&A, email RA-CD-SSSC@pa.gov.
- For additional grant guides and walkthroughs, please visit the [Grant Guides page of PCCD's website](#).

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