PROJECT MODIFICATION WALKTHROUGH

A guide to submitting a PMR in Egrants
This guide follows each step that a Sample School District takes to create, complete, and submit a PMR 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.

TABLE OF CONTENTS

1. Create PMR in Egrants
2. Complete Main Summary Information Section
3. Complete Budget Detail Section
4. Complete Performance Indicators Section
5. Print and Complete Signature Page
6. Submit PMR
1. CREATE A PMR IN EGRANTS

Log into Egrants at [https://www.pccdegrants.pa.gov/Egrants/Login.aspx](https://www.pccdegrants.pa.gov/Egrants/Login.aspx).

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
User Name

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 which reads “To access an existing project (Grant Application, Continuation Application, Modification...) or create/update reports such as the Program Report, Fiscal Report, or Inventory Report (Project Management tab).”
On the right side of the Project Management Search page, you’ll see a menu titled Quick Searches. Click on the linked titled Awarded Projects – Active.
Information about your active grants will appear below the Search Criteria section. Click on the **Grant ID** link that matches the grant you want to modify.
Click the **Create Project Modification Request (PMR)** button located on the Project Summary page.
The PMR confirmation page lists all requirements that need to be met to successfully submit a PMR. **Review this page thoroughly before clicking the continue button.**
2. COMPLETE MAIN SUMMARY INFORMATION SECTION

On the Modification Summary page, you’ll see three sections which need to be completed before you can submit your PMR. Click on the first section titled Main Summary Information.
Complete all of the highlighted fields of the Modification Details page then click **Save**.

- **Completion Status** field must be “Complete”
- **Submitted By** field must list the person submitting the PMR
- **Project End Date** field must list grant end date
- **Justification of Requested Modification** field must clearly state what modifications are being made to the project and include a detailed description of why the changes are necessary
3. COMPLETE BUDGET DETAIL SECTION

Back on the Modification Summary page, click on the section titled **Budget Detail**.

---

**MODIFICATION SUMMARY**

Please complete all sections and click the submit modification button to transmit your modification request to PCCD for consideration.

<table>
<thead>
<tr>
<th>Section Name</th>
<th>Status</th>
<th>Point Value</th>
<th>Last Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Summary Information</td>
<td>Complete</td>
<td>0</td>
<td>5/21/2019 10:34:25 AM</td>
</tr>
<tr>
<td>Budget Detail</td>
<td>In Process</td>
<td>15</td>
<td>6/2/2019 8:01:04 AM</td>
</tr>
<tr>
<td>Performance Indicators</td>
<td>In Process</td>
<td>0</td>
<td>6/2/2019 8:01:14 AM</td>
</tr>
</tbody>
</table>

[Buttons: View Contract, Preview Signature Page, Submit Modification, Withdraw Modification, View Issues/Comments, Cancel]
Click on the **Recipient Agency** budget that will be modified.

This guide is following the example of Sample School District’s modification of their Part A budget. Please note:

- PMRs can include the modification of any part of the grant budget
- See the [Funding Announcement](#) for information on eligible activities.
- All modification eligibility questions should be sent to RA-CD-SSSC@pa.gov.
- Money must stay within each respective budget; it is not possible to move money between Part A and Part B.
On the New Budget Summary page, click on the title of the budget **Category** where funds are being modified.
Click on the title of the **Line Item** where funds are being modified.

In this example, Sample School District’s is modifying their Indoor Camera costs. Please note:
- Although the title of the table column may change from category to category, all individual costs are considered line items
- You may modify multiple line items in a PMR

<table>
<thead>
<tr>
<th>Supply Item</th>
<th>Year 1 Cost</th>
<th>Year 2 Cost</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indoor Cameras (D30-HW)</td>
<td>10,750.00</td>
<td>7,750.00</td>
<td>7,750.00</td>
</tr>
<tr>
<td>Outdoor Cameras (D50-HW)</td>
<td>5,500.00</td>
<td>5,500.00</td>
<td>5,500.00</td>
</tr>
<tr>
<td>Software License</td>
<td>8,750.00</td>
<td>8,750.00</td>
<td>8,750.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>25,000.00</strong></td>
<td><strong>22,000.00</strong></td>
<td><strong>22,000.00</strong></td>
</tr>
</tbody>
</table>
Click on the **Pencil Icon** of the budget year being edited.
Enter the budget changes in the newly opened fields. Once complete, click the **Save** button.

In this example, Sample School District is changing the amount each Indoor Camera cost to reflect the actual cost of the item. Please note:

- Egrants does not allow for the deletion of a line item. **In place of deletion, enter 0 (zero) in the Unit Cost Per Item, Quantity, and % Applied to Grant fields.**
- Year 1 and Year 2 are edited separately. If you are adjusting funds in Year 2, click on the **Pencil Icon** located next to Current Year 2.
Back on the New Budget Summary page, click on the budget **Category** where modified funds will be added.

In this example, Sample School District is moving expenses from the Supplies & Operating Expenses category to the Consultants category.
Enter a **Justification** that provides sufficient detail on the *what, why, how, and when* of the line item being added. Once the justification has been completed, click the **Add New** button.

---

**Grant ID:** 29947  
**Status:** Open - Draft  
**Project Title:** SSD School Safety Project  
**Fund Announcement:** School Safety and Security Grant Program

---

**Consultants**

Sample School District's current School Safety and Emergency Preparedness Assessment was conducted in 2014. In discussing how to most effectively spend funds left over from the purchase of indoor cameras, the School Safety and Security Coordinator and Board have agreed that an updated Assessment would be the best use of these funds. This grant funding will partially fund the assessment with other funding being utilized to cover the rest of the expense. A consultant will be hired through a request for proposal which has yet to be released, however this assessment is planned for completion within the 2020-2021 school year.
Click the **Pencil Icon** of the grant year in which the funds will be expended. Complete all of the corresponding fields of the Budget Line Item then click **Save**.
Click the **Save** button on the category’s main page.
Once all modifications have been entered, go back to the Budget Details page and change the **Completion Status** from **In Process** to **Complete** then click the **Save** button.

If the modification includes changes to the year that funds are expended, be sure to click on the **State** button under the Source column and update the budget totals for each year of the grant.
Back on the Modification Summary page, click on the section titled **Performance Indicators**.
Change the **Completion Status** from **In Process** to **Complete** then click the **Save** button.
5. PRINT AND COMPLETE SIGNATURE PAGE

Back on the Modification Summary page, click on the **Preview Signature Page** button.

Once the signature page has been completed by the Financial Officer and Project Director of the grant, send the original document to **PCCD at PO BOX 1167, Harrisburg, PA 17108-1167**. Please note:

- Both signature pages are required when making changes to the total project costs, scope of the project, or requesting an extension of the project end date.
- All other modifications requires only the first signature page, which includes the Project Director and Fiscal Officer Signatures.
Back on the Modification Summary page, ensure that the **Status** of all sections are listed as **Complete** and then click the **Submit Modification** button. If any of the sections are not marked as **Complete**, please click the corresponding link below for instructions on how to change the status:

Main Summary Information  
Budget Detail  
Performance Indicators
• If you would like to revisit any step of this walkthrough, use the linked table of contents provided to the right.

• If you have any questions specific to your PMR, please email RA-CD-SSSC@pa.gov.

• For additional walkthroughs and guides, please visit the Grant Guides webpage.

• General School Safety and Security FAQ

---

**TABLE OF CONTENTS**

1. Create PMR in Egrants
2. Complete Main Summary Information Section
3. Complete Budget Detail Section
4. Complete Performance Indicators Section
5. Print and Complete Signature Page
6. Submit PMR