

Application Processing

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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.

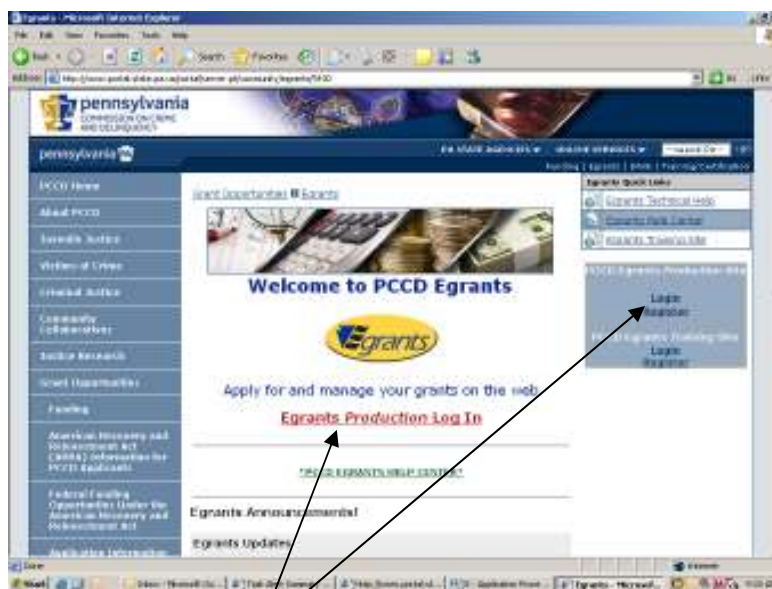
You will need to register as a user prior to entering an application for the first time. A separate Quick Start Guide entitled “[PCCD Egrants Online Registration Quick Start Guide](#)” is available to assist you with the registration process. Note: The procedure below assumes you are already registered.

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.

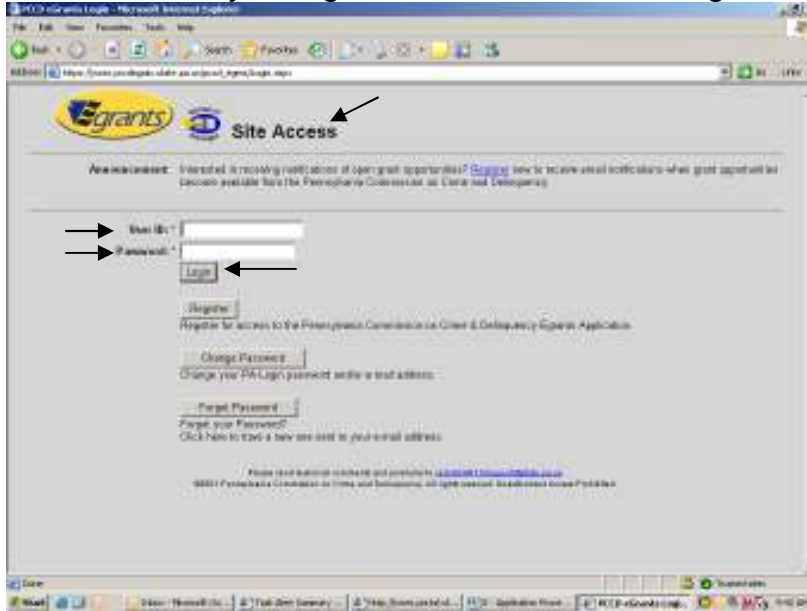
If you previously began an application for this Funding Announcement, logged out and are now returning to work on the application again and you have your Grant ID number, follow steps #1 through #5 on pages 3 through 5, skip steps #6 through #9 on pages 6 and 7 and begin again at step #10 or greater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



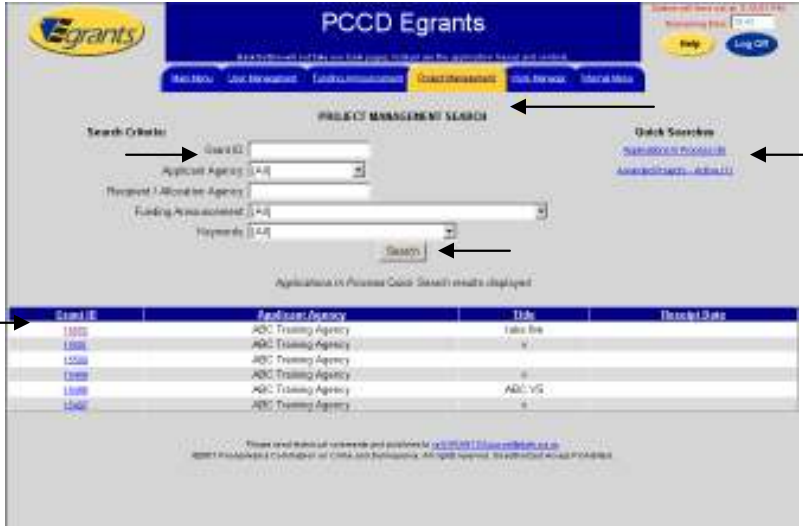
4. A “Welcome” screen appears.



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:

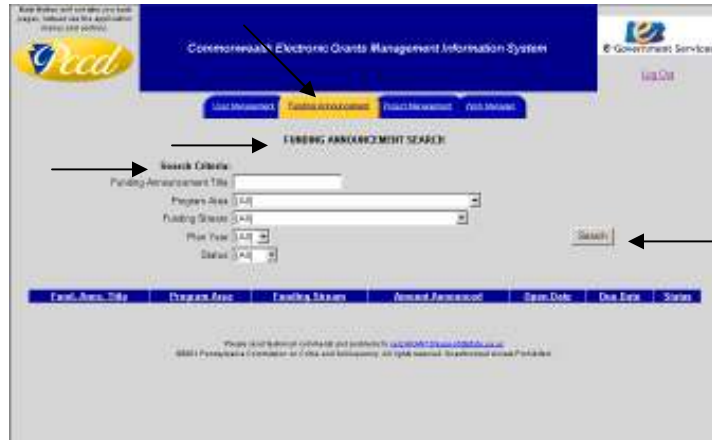
- Enter/update/view Fiscal or Program reports.
- Maintain Audit Plan.
- Review financial information.

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

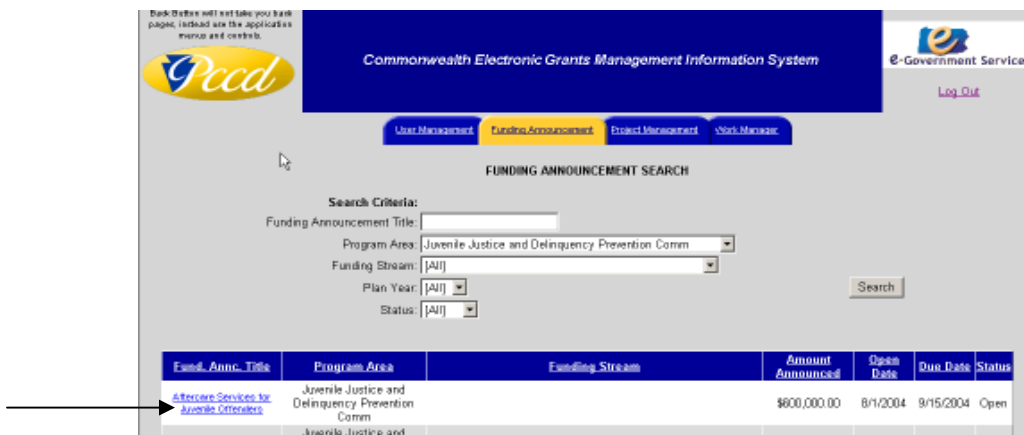
Also note: A “Project” can be an application, a continuation, or a modification. If a modification is submitted and approved against the application, the modification becomes the current project for the application phase. This is also true if a modification is submitted and approved for a continuation.

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.



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



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

- The “Application Summary” screen appears.



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.)

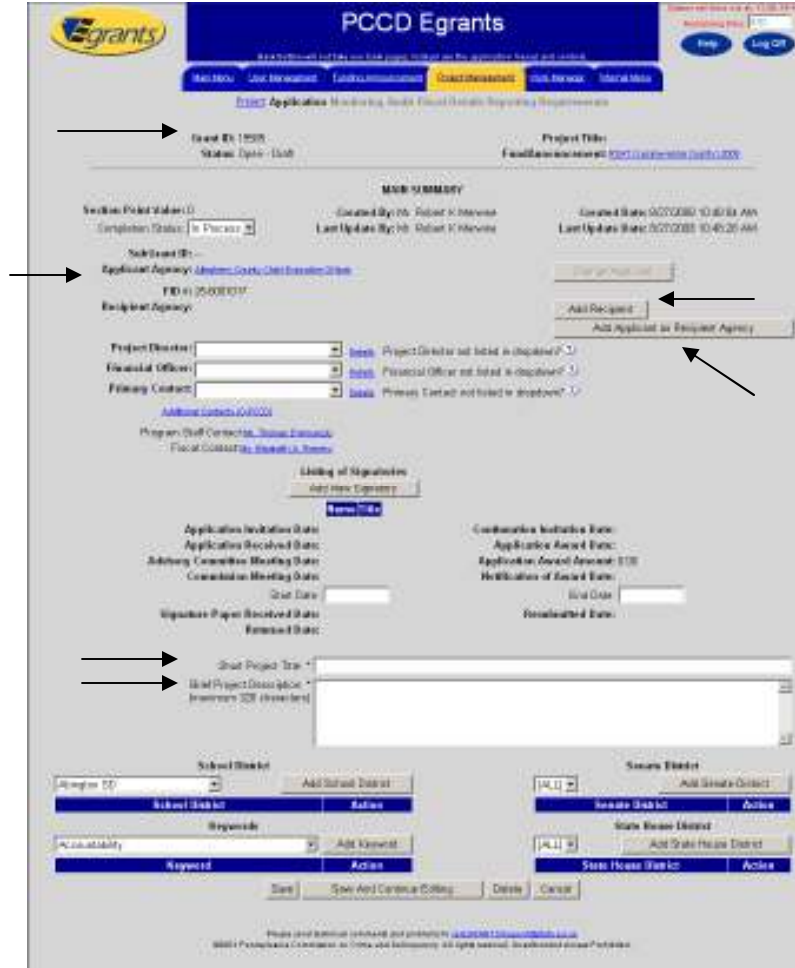
Main Summary Information:

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.



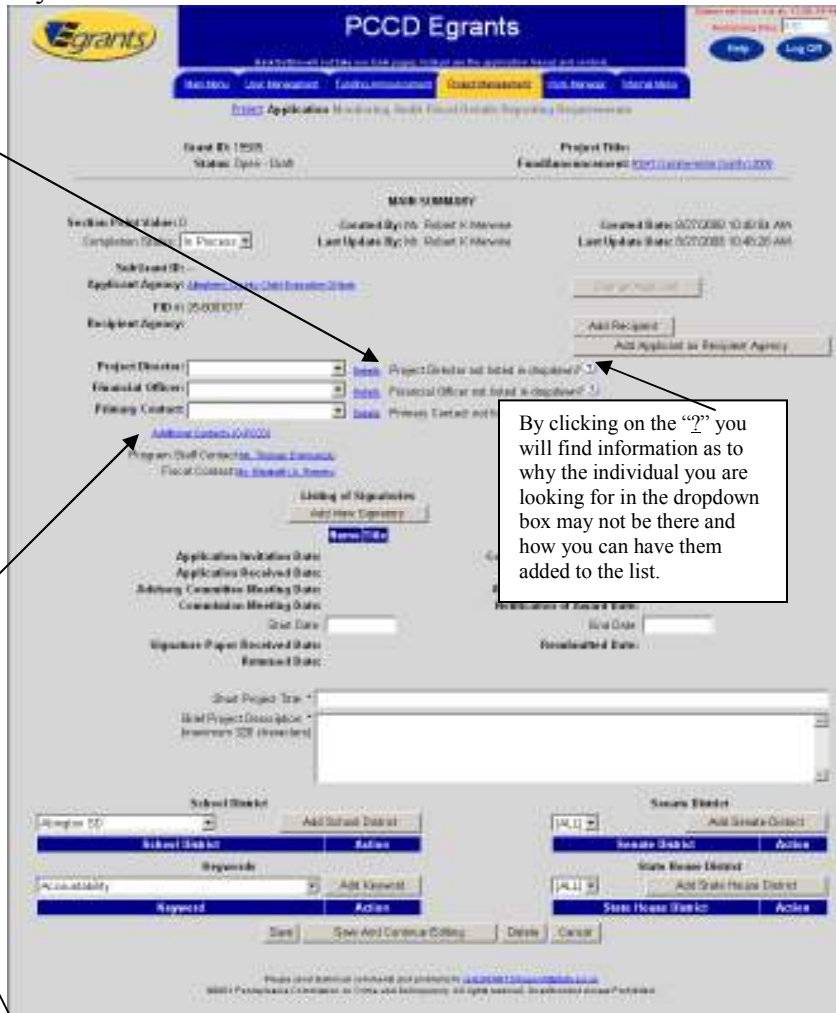
Add Recipient:
Note: If you as Applicant are the Recipient Agency, click on the Add Applicant as Recipient Agency button and the system will automatically add your information as Recipient Agency. Otherwise:

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.



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

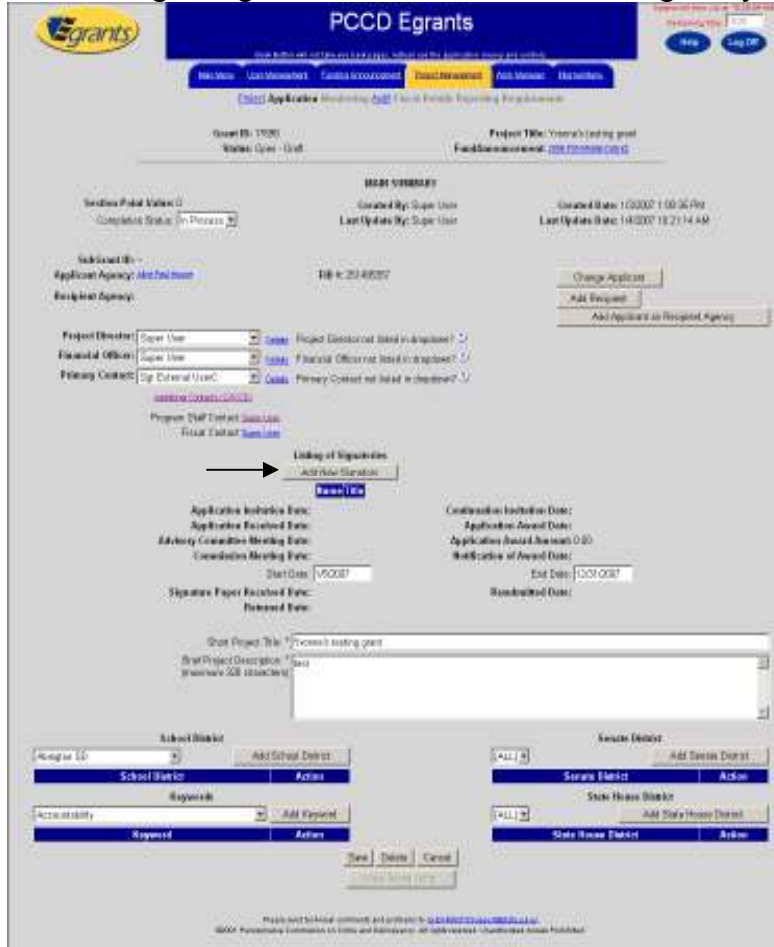
Note: The Project Director, Financial Officer, and Primary Contact dropdown lists only contain the names of individuals who are registered users of the Egrants system and have security access to this grant.

- 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.



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



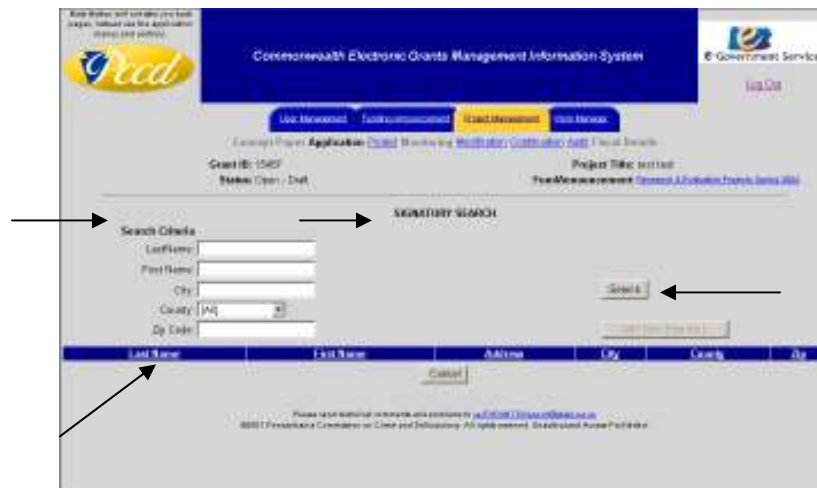
You will be transferred to the “Signatory Search” screen.

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

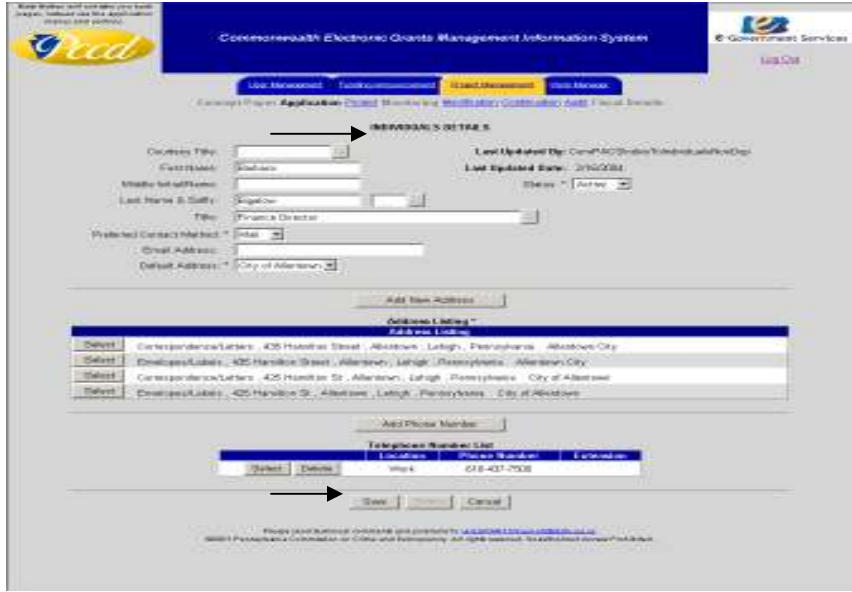
A list of names will appear at the bottom of the screen.

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.)



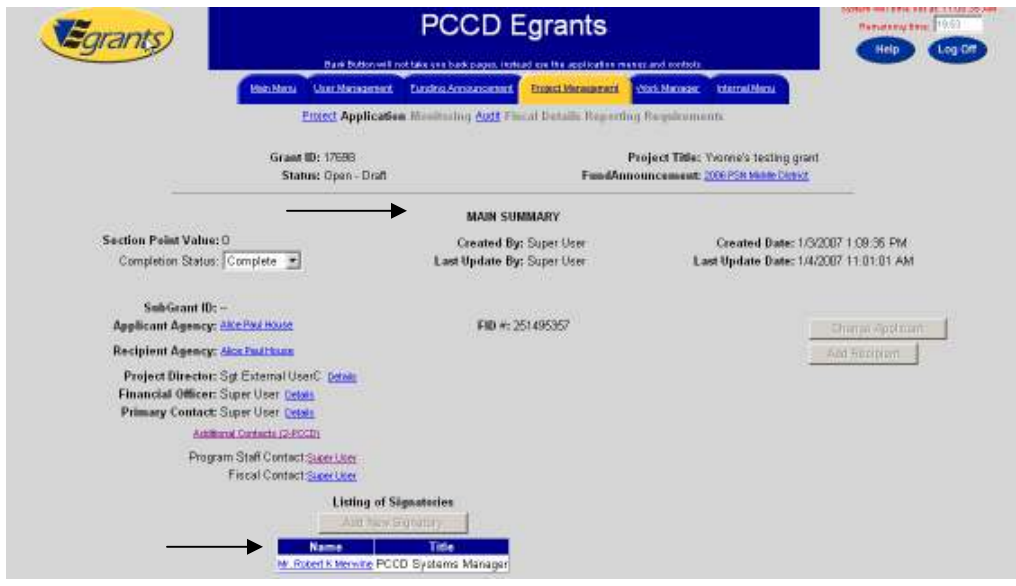
Individuals Details Screen:



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.



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:

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.

Find Members By

Zip Code: (Help) [] [Go]

County: (Map) [] [Go]

Select County [] [Go]

June 10, 2005

Current Happenings

The Senate will reconvene at 3:00PM on June 13, 2005
 The House will reconvene at 1:00PM on June 13, 2005

Find...

Who's My Legislator ?
 Now you can search for your legislator by zip code or county! Just use box labeled "Find Members By" in the upper-right hand corner...

Legislation
 Visit our Session Information page for all your legislative information needs. Be sure to check out our new Daily Session Activity by Email application!

Visitor Information

- Virtual Tour of the Capitol
- Driving Directions
- Capitol Tour Information
- The Pennsylvania Capital Shop

Law Information

- Session Laws
- Rules and Regulations (PA Code)
- PA Bulletin
- Legislation Enacted Since 1975

Learn About...

Pennsylvania History

- Hello Pennsylvania
- Pennsylvania History
- Speaker's Portraits
- The Capitol

Pennsylvania State Government

- A Guide to your State Government
- Making Law in Pennsylvania
- Pennsylvania Capitol and the General Assembly
- A Visitor's Guide to the House of Representatives

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
18	Jeffrey E. Piccolo	104	Mark S. McNaughton
		103	Ronald T. Burkton
		105	Ronald S. Marsico

Site Map | Contact | Legal Notices

Application Summary Screen:

PCCD Egrants

Back button will not take you back pages, instead use the application menu and controls.

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

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

Grant ID: 17699 Project Title: Another Yvonne test grant
 Status: Open - Awarded Fund Announcement: [2006 PSR Model Contract](#)

→ APPLICATION SUMMARY

Section Name	Status	Point Value	Last Update
Approval Checklist	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 Contact	In Process	0	1/3/2007 1:26:39 PM
Audit Responsibilities	In Process	0	1/3/2007 1:26:39 PM
PCCD 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	60	1/3/2007 1:26:39 PM
Required Attachments	In Process	0	1/3/2007 1:26:39 PM

→

Please send technical comments and problems to eg@penn13support@state.pa.us
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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.

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Bank Buttons will not take you back pages. Instead use the application menu and controls.

System will time out at: 12:00:12 PM
Remaining time: 10:40
Help Log Off

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

Project Configuration Monitoring Audit Fiscal Details Reporting Requirements

Grant ID: 15551-2 Project Title: Training Egrants 101
Status: Open - Draft Fund Announcement: Training - Grants-101 Funding

PAYMENT TERMS

Section Point Value: 0 Created By: Ms. TrainJuC TrainJuCreator Created Date: 3/28/2006 10:47:06 AM
Completion Status: In Process Last Update By: Ms. TrainJuC TrainJuCreator 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 17109-1167

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".

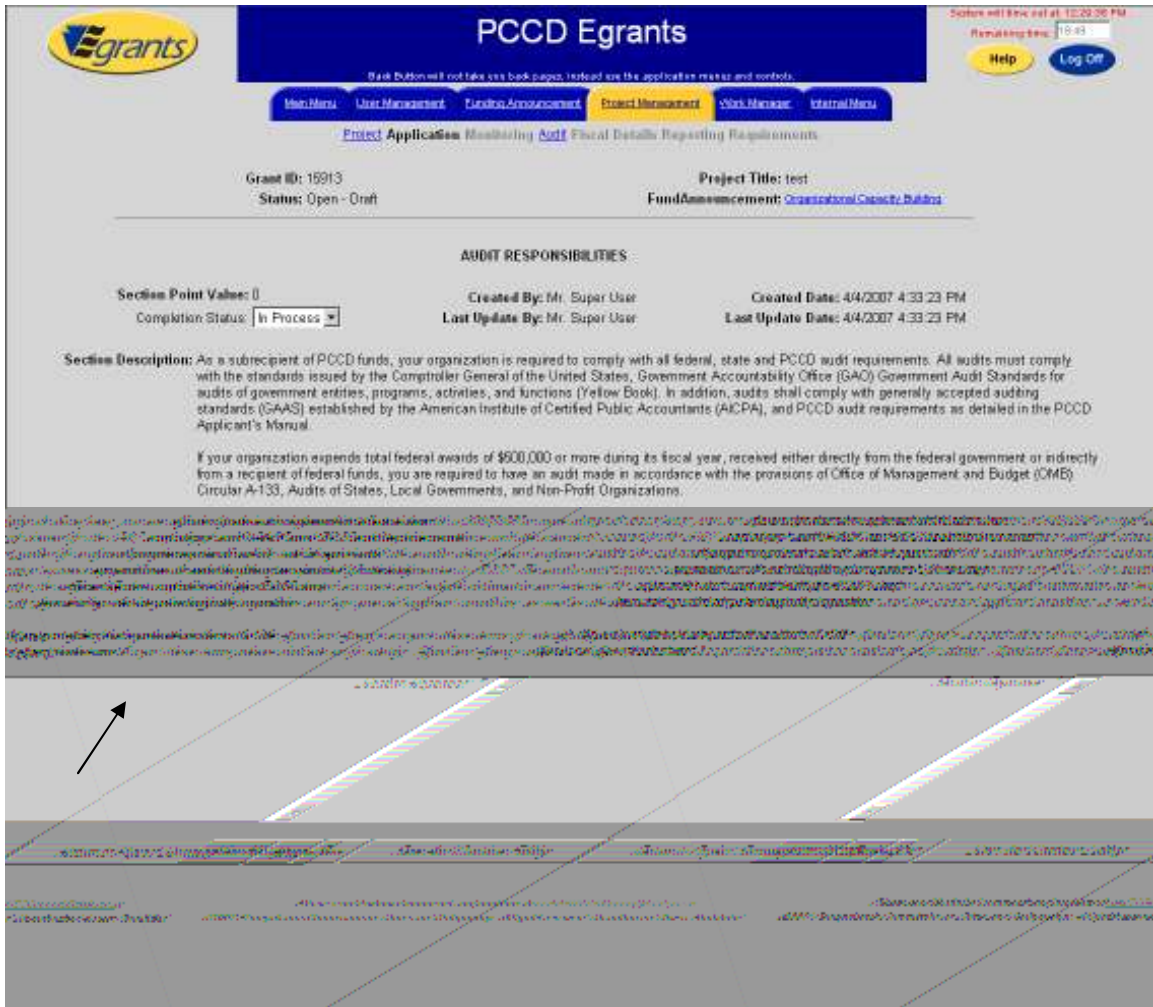
Section Response:

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 PCCDARTSsupport@state.pa.us
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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.



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.

PCCD Egrants

System will time out at: 12:28:17 PM
Remaining time: 19:50
Help Log Off

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

Project: [Certification](#) [Funding](#) [Award](#) [Fiscal Details](#) [Reports/Requirements](#)

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

EEOP CERTIFICATION FORM

Section Point Value: 0
Completion Status:

Created By: Ms. TrainJuvC TrainJuvCreator Created Date: 3/28/2006 10:47:06 AM
Last Update By: Ms. TrainJuvC TrainJuvCreator Last Update Date: 3/28/2006 10:47:06 AM

Section Description: Pursuant to U.S. Department of Justice regulations, (unless the applying organization is exempt as listed below), each subgrantee receiving a federal award of \$25,000 or more and having 50 or more employees is required to maintain an Equal Employment Opportunity Plan (EEO) on file for review by the Federal Office for Civil Rights upon request.

The applying organization is required to complete the applicable section of the EEOP Certification Form. Complete Section A to claim exemption if the applying organization is a Non-Profit Organization, or your grant request is less than \$25,000, or if the applying organization has less than 50 employees. Note: Completion of Section B requires that your organization have a current EEO on file that is available for review upon request.

The EEOP Certification Form may be found on PCCD's website, www.pccd.state.pa.us under the tab marked "Forms". This form is available in PDF format only. You must print and sign this form. This section is complete when you mail the signed EEOP Certification Form along with the signed original signature page (page 2) of the subgrant application to PCCD.

Section Response: *

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 gschwanitz@pccd.pa.us
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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.

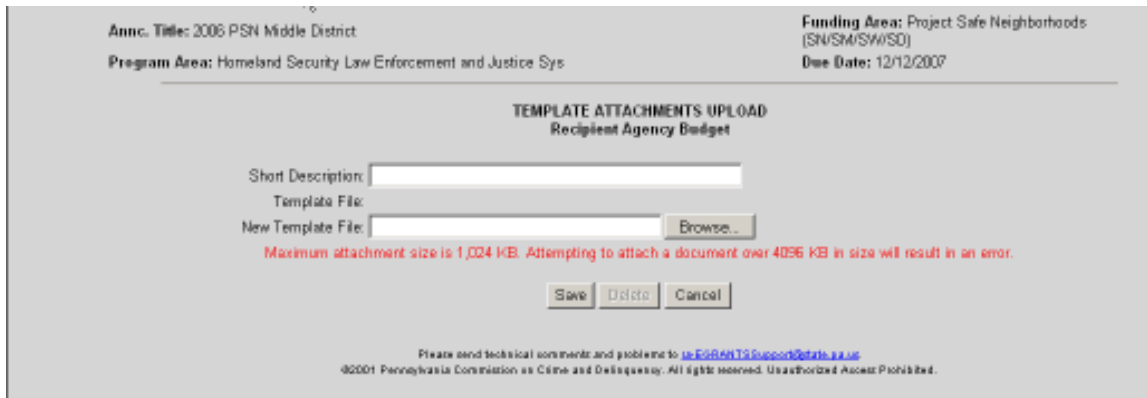
All requested attachments should be placed in the “Required Attachments” section, either by attaching a file or by completing a template that is provided for you within that section.

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.”



- a. Select from the “Program Area” and “Measure Type” dropdown menus and then click on “Search.”



- b. Select from available performance measures by clicking on the boxes in front of preferred measurements. When finished, click on the “Assign Selected Measures” located above the list of approved measures.

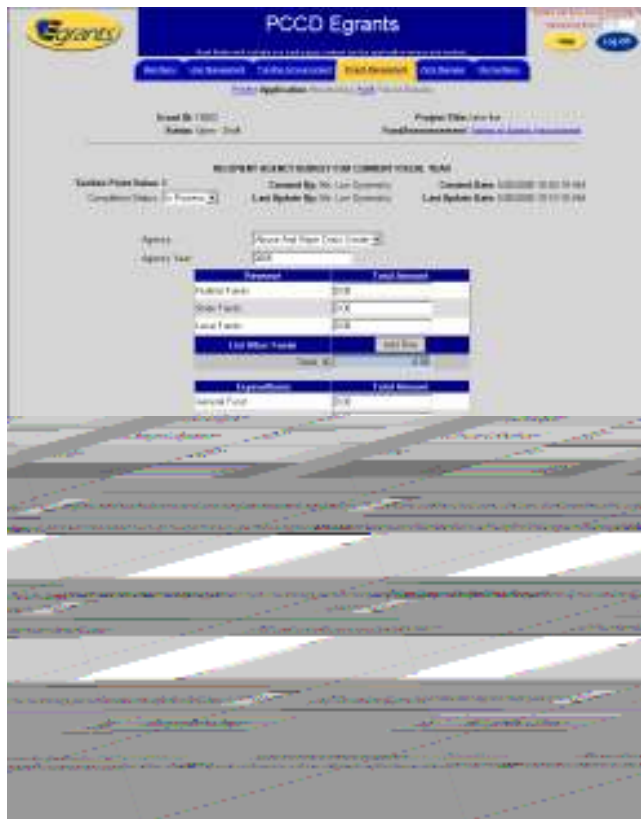


- c. If there is no performance measure that meets your need, click on the “Create Performance Measure” button. You will be taken to the “Performance Measure Details” screen where you can create a performance measure.

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



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.)



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 4:30:05 PM
Remaining time: 15:07
Help Log Off

Back Button will not take you back pages, instead use the application's menu and controls

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

Project Applications Monitoring Add Fund Details Requesting Requirements

Grant ID: 17779 Status: Open - Draft Project Title: Victims Hotline and Advocacy
Fund Assessment: Victims Of Crime Act 2007-2009

SERVICE INFORMATION

Section Point Value: 0 Created By: Ms. Tami Hamrick Kasal Created Date: 1/31/2007 1:13:24 PM
Completion Status: In Process Last Update By: Mr. Robert K Morwine Last Update Date: 4/5/2008 7:48:51 AM

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

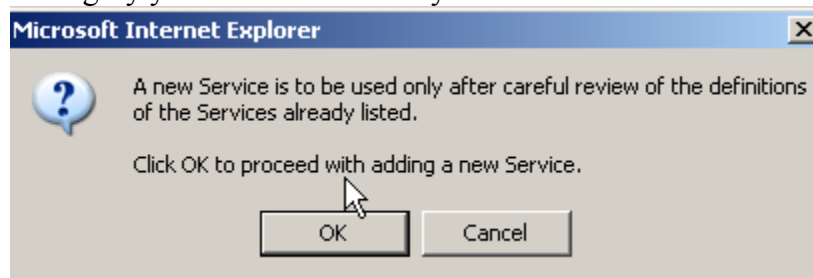
Add New Service Add New Position Edit Position

[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
Position	Supervisor
In-Kind Service Support Specialist, Client Services Specialist, Legal Advocate	N/A

Complete the Target, Position and Supervisor information for each appropriate Service. Begin by entering the Target.

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.



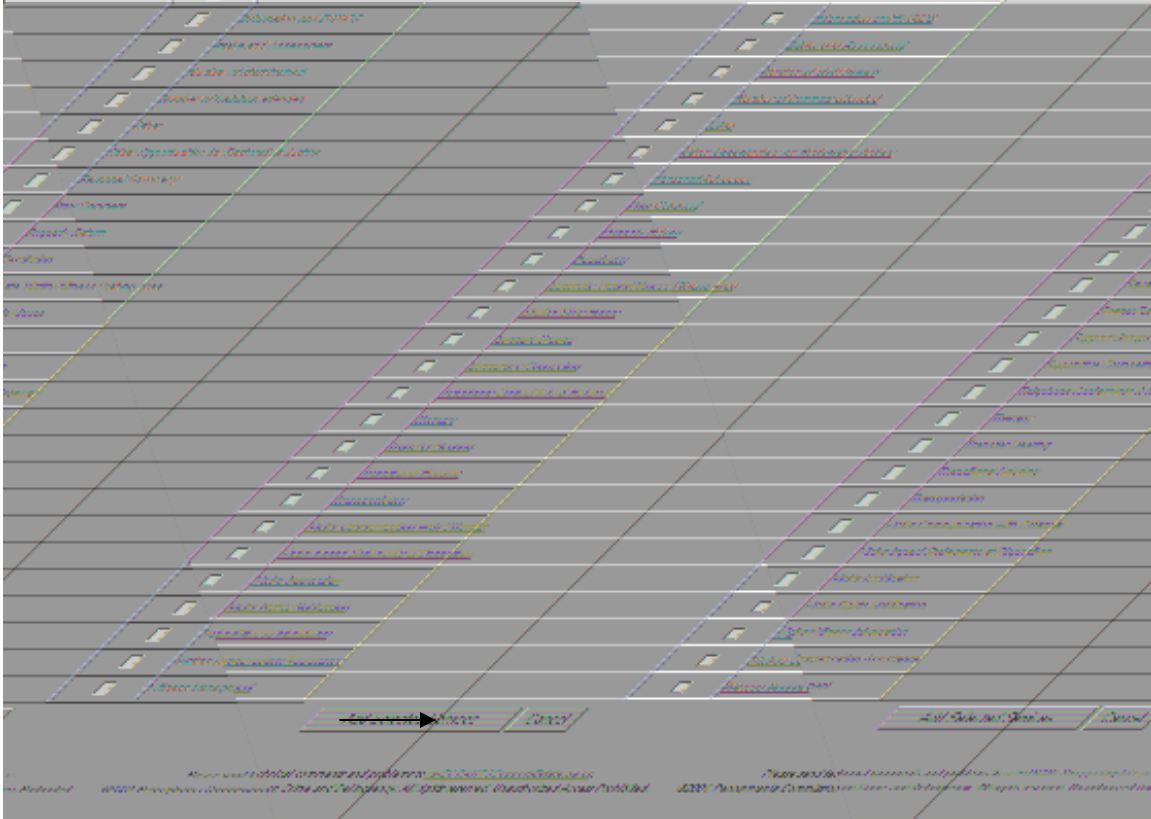
You will be transferred to the “Service Information Library” screen. (Screen shot is on following page.) Select from the services list by checking off the appropriate box(es) and then click on “Add Selected Services” at the bottom of the screen.

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"/>	In M.S. Service 01 MJS Service
<input type="checkbox"/>	Inoculation This is a testing record to verify sorting capabilities.
<input type="checkbox"/>	Inmate Status
<input type="checkbox"/>	Inmate Care
<input type="checkbox"/>	Inmate Legal Advocacy
<input type="checkbox"/>	Inmate Legal Attorney Services
<input type="checkbox"/>	Inmate Collaboration with Community Agencies
<input type="checkbox"/>	Inmate Court Accompaniment
<input type="checkbox"/>	Inmate Courtroom Orientation
<input type="checkbox"/>	Inmate Criminal Justice Support/Advocacy
<input type="checkbox"/>	Inmate Crisis Counseling
<input type="checkbox"/>	Inmate Crisis Intervention
<input type="checkbox"/>	Inmate Disposition
<input type="checkbox"/>	Inmate Disposition Review/Hearing
<input type="checkbox"/>	Inmate Early Outreach
<input type="checkbox"/>	Inmate Emergency Financial Assistance
<input type="checkbox"/>	Inmate Emergency Legal Advocacy
<input type="checkbox"/>	Inmate Employer/Creditor Intervention
<input type="checkbox"/>	Inmate Escape Notification (Post-Adjudication)
<input type="checkbox"/>	Inmate Escape Notification (Pre-Adjudication)
<input type="checkbox"/>	Inmate Follow-up Counseling
<input type="checkbox"/>	Inmate Group Treatment
<input type="checkbox"/>	Inmate Hospital Response
<input type="checkbox"/>	Inmate Hotline
<input type="checkbox"/>	Inmate Implementation of a local Victim's Rights Rally
<input type="checkbox"/>	Inmate Inmate Referral (In-person)



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](#).”

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.

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.

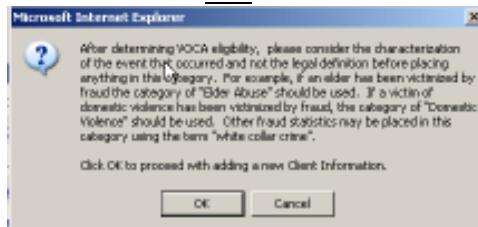


9. Client Information - if “Client Information” appears under “Section Name,” click on the hyperlink and follow the steps below:

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.

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.

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.

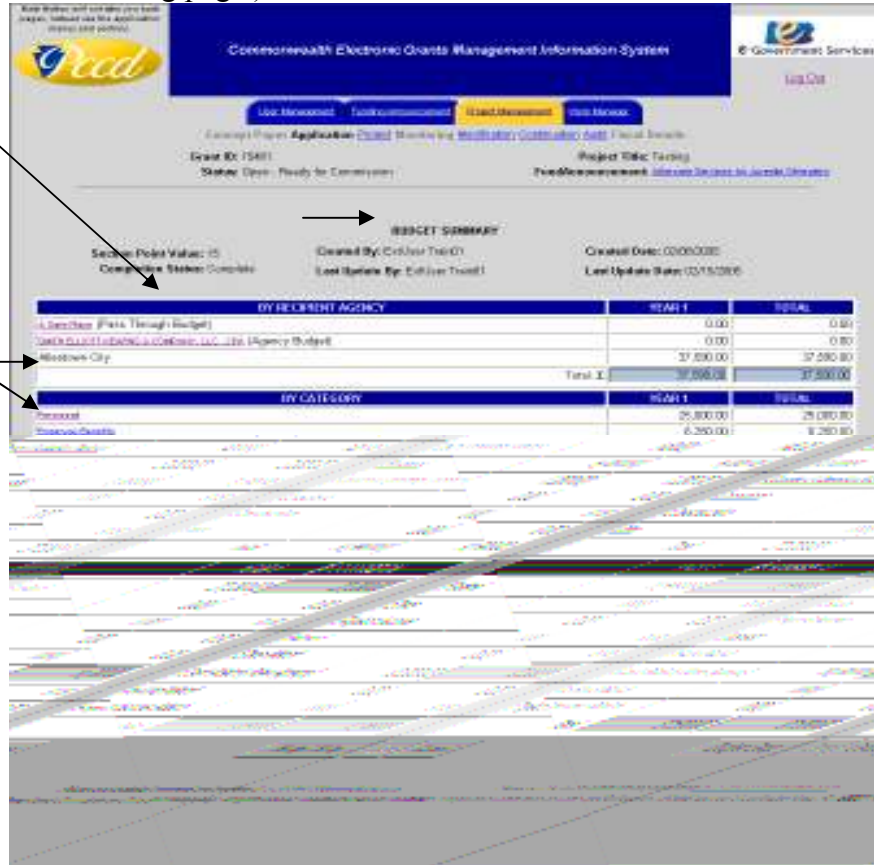
- a. Select “Master Budget” for the applicant agency.
- b. Select “Agency Budget” for a department with in the applicant agency in order for them to enter their own budget line item detail, which will consolidate at the applicant agency level.
- c. Select “Pass-Through Budget” when an agency agrees to 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.

3. 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.

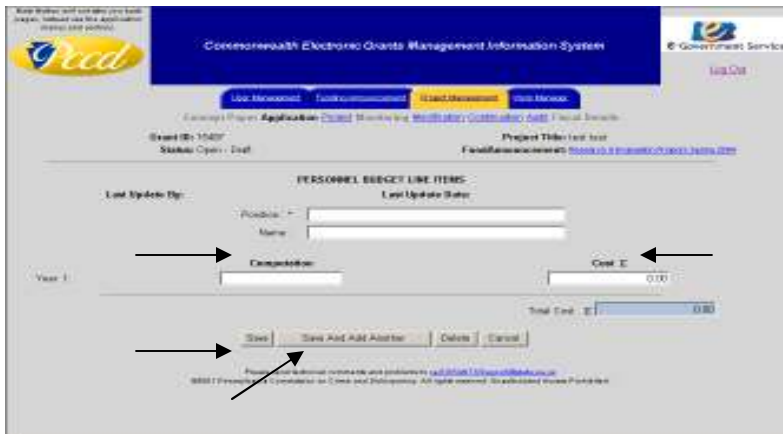
- a. For each line item, click on the hyperlink and you will be transferred to a screen for that line item.



- b. Click on the “Add New line” button.

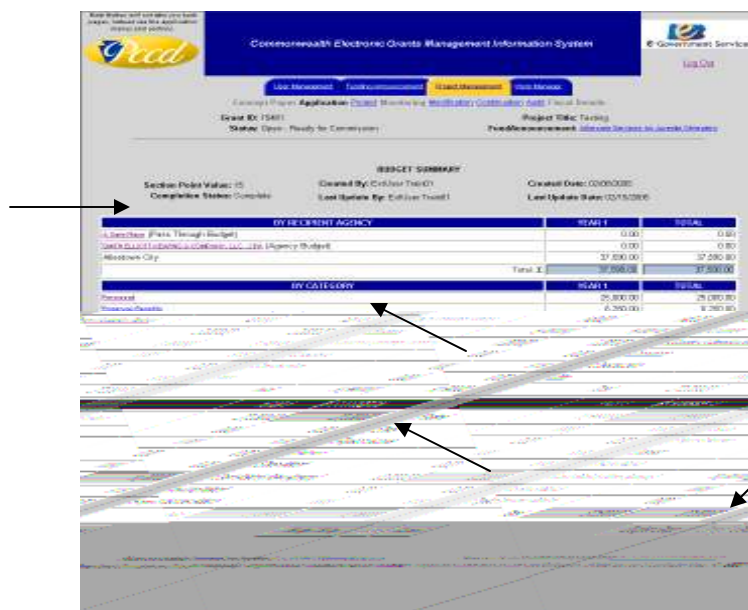
- c. You will be transferred to a screen where you will enter the “Computation” for the line item, as well as the total “Cost” of the computation. Example of a computation would be: 40 hours x \$10. Example of total cost would be: \$400.

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.



- 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 page, instead use the application menu and controls.

Commonwealth Electronic Grants Management Information System

Government Services

Log Out

User Management Funding Announcement Project Management Work Manager

Concept Paper Application Project Monitoring Modification Construction Audit Fiscal Details

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

APPLICATION SUMMARY

Section Name	Status	Point Value	Last Update
Budget Detail	In Process	0	2/17/2006 11:31:27 AM
Main Summary Information	In Process	0	2/17/2005 2:43:08 PM
Recipient Agency Budget	In Process	0	2/17/2006 11:31:27 AM
Performance Measures	In Process	0	2/17/2006 11:31:27 AM
Approval Checklist	In Process	0	2/17/2006 11:31:27 AM
Project Narrative	In Process	0	2/17/2006 11:31:27 AM
Required Attachments	In Process	0	2/17/2006 11:31:27 AM
Payment Terms	In Process	0	2/17/2006 11:31:27 AM

View Contract Preview Signature Page Submit Application Withdraw Application

View Issues/Comments

Please send technical comments and problems to egm@PCCD.state.pa.us
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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 egm@PCCD.state.pa.us
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The screenshot shows a web application interface with a top navigation bar containing buttons for 'Use Management', 'Agency Status', 'Project List', 'View Messages', 'Reporting', and 'Subventures'. Below the navigation bar, there is a breadcrumb trail: 'Home > Application > Manage > Add > Agency Detail > Add Agency'. The main content area is titled 'APPLICANT AGENCY DETAILS' and includes a 'View History' button and buttons for 'Save', 'Delete', and 'Cancel'. The form contains the following fields:

- Agency Name: [Text Input]
- Federal ID Number: [Text Input: 00-3266980]
- Preferred Contact Method: [Dropdown: Mail]
- Agency Type: [Dropdown]
- Federated Agency: [Dropdown: (used for reporting purposes only)]
- OP Number: [Text Input: J0000000]
- Email Address: [Text Input: Yes]
- Fiscal Year Ending (in day 0): [Text Input: No]
- Last Updated By: Joe User
- Last Updated Date: 01/01/2001
- Status: Active

Below the form is an 'Add New Address' button. The 'Address List' section shows a table with one entry:

Select	Delete	Envelope Label	123 Street Address, Harrisburg, Dauphin, Pennsylvania
Update	Cancel	Address Type	Correspondence/Letters

The form for this address includes:

- Internal Mail Delivery: [Text Input: IP]
- Agency Name: [Text Input]
- Floor/Suite/Building: [Text Input]
- Street Address: [Text Input: 123 Agency Avenue]
- P.O. Box: [Text Input]
- City: [Text Input: Harrisburg]
- State: [Dropdown: Pennsylvania]
- Zip Code: [Text Input: 17113-5542]
- County: [Dropdown: Dauphin]
- Country: [Dropdown: US]

At the bottom, there is a 'Telephone Number List' section with an 'Add Phone Number' button and a table with columns: 'Active', 'Location', 'Phone Number', and 'Extension'.

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# 15487 Sheet Title: Testing

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

DATE _____

SIGNATURE OF ATTENDING OFFICER _____

TITLE OF ATTENDING OFFICER _____

(SEAL) _____

APPROVED AS TO FORM AND LEGALITY: _____

SOLICITOR _____

APPROVED _____

CONTROLLER _____

Blakely City
NAME OF APPLICANT AGENCY

By _____

Title _____

By _____

Title _____

By _____

Title _____

By _____

Title _____

NOTE: The original copy must be signed in ink. Title of all signatures must be printed.

DELECT ATTORNEY (VS application only) _____

OR PCED USE ONLY

8.5 x 11 in 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.

Bank buttons will not take you bank pages, instead use the application menu and contents.

PCED Commonwealth Electronic Grants Management Information System **e-Government Services**

Log Out

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 Fund Announcement: Research & Evaluation Projects Spring 2004

→ APPLICATION SUMMARY

Section Name	Status	Point Value	Last Update
Budget Detail	In Process	0	2/17/2006 11:31:27 AM
Main Summary Information	In Process	0	2/17/2005 2:43:08 PM
Recipient Agency Budget	In Process	0	2/17/2006 11:31:27 AM
Performance Measures	In Process	0	2/17/2006 11:31:27 AM
Approval Checklist	In Process	0	2/17/2006 11:31:27 AM
Project Narrative	In Process	0	2/17/2006 11:31:27 AM
Required Attachments	In Process	0	2/17/2006 11:31:27 AM
Award Terms	In Process	0	2/17/2006 11:31:27 AM

→ View Contract Preview Signature Page Submit Application Withdraw Application

View Issues/Comments

Please send technical comments and problems to je.EDGRANTS@pced.state.pa.us

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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	Subgrant Number(s)
		02/15/2005		-- 15481
1. Type of Funds for which you are applying				
2. Applicant	Name Of Applicant: Allentown City		Federal ID.: 23-6003116	
			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	
			Agency: Allentown City	
	Street Address Line 1: 435 Hamilton Street			
	Address Line 2:		Address Line 3:	
	City: Allentown		State: PA	Zip: 18101
5. Financial Officer	Name: Jon Hammer		Title: Assistant to the Mayor	
			Agency: City of Allentown	
	Street Address Line 1: 425 Hamilton St			
	Address Line 2:		Address Line 3:	
	City: Allentown		State: PA	Zip: 18101
6. Contact	Name: EstUser1tram01		Title:	
			Agency:	
	Street Address Line 1: 3101 North Front Street			
	Address Line 2:		Address Line 3:	
	City: Harrisburg		State: PA	Zip: 17110
7. Brief Summary of Project	Phone: 610-437-7521		Fax:	Email:
	Short Title (May not exceed 50 characters)		Email: estusertraining1@example.com	

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.

The screenshot shows the 'PCCD Egrants' Work Manager interface. At the top, there is a navigation menu with 'Work Manager' highlighted. Below the menu, the user is identified as 'Mr. Super CD User' and the date is '04/21/2008'. The main section is titled 'TASKS AND ALERTS' and contains search criteria for Title, Category, Action, Type, and Status, all set to '[All]'. A 'Search' button is present. Below the search area, there is a table of tasks and alerts. Two alerts are visible, both circled in red:

Select All	Type/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	4/22/08 8:37:31 AM

At the bottom of the interface, there is a footer with contact information for the Pennsylvania Commission on Crime and Delinquency.

PCCD Egrants

System will time out at: 10:27:50 AM
Remaining time: 13:45

Help Log Off

Quick Buttons will not take you back pages, instead use the application menus and controls.

Home 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 egp@PCCD.Egrants@state.pa.us
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Click on the hyperlink of the returned grant and the External Issues/Comments Listing page appears.

PCCD Egrants

System will time out at: 10:28:19 AM
Remaining time: 13:45

Help Log Off

Quick Buttons will not take you back pages, instead use the application menus and controls.

Home 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	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 Access 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 egp@PCCD.Egrants@state.pa.us
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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: 4:28:11 PM
Remaining time: 13:40

Help Log Off

Quick Buttons will not take you back pages, instead use the application menus and controls.

Home 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/VCICA Census](#)

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 egp@PCCD.Egrants@state.pa.us
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The Issue/Comment Details page appears. Note the “Due Date” associated with the Issue or Comment.

PCCD Egrants

Grant ID: 15956
Status: Open - Under Review

Project Title: Test
Fund Assessment: Victims of Crime Act(VOCA Demo)

ISSUE/COMMENT DETAILS

View Type: External

Affected Section: Budget Detail

Source: Application

Type of Entry: Issue
Due Date: 4/23/2008

Short Title: * test
Description: * test

Created By: Ms. Yvonne Garner
Created Date: 4/18/2008 4:29:23 PM

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

Completion Status: In-Process

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 egrant@pccd.state.pa.us
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- 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

Grant ID: 15956
Status: Open - Under Review

Project Title: Test
Fund Assessment: Victims of Crime Act(VOCA Demo)

APPLICATION SUMMARY

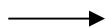
Section Name	Status	Point Value	Last Update
Approval Checklist	Complete	10	4/11/2008 3:58:36 PM
Budget Detail	Complete	10	4/18/2008 4:24:26 PM
Web Summary Information	Return	10	4/18/2008 4:24:56 PM
Performance Measures	Complete	10	4/10/2008 3:20:18 PM
Recipient Agency Budget	Complete	0	4/10/2008 3:21:06 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

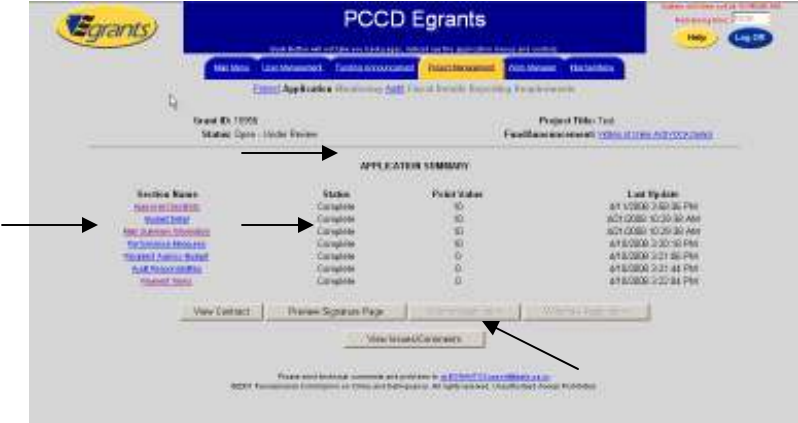
View Issues/Comments

Please send technical comments and problems to egrant@pccd.state.pa.us
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- 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.



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



Or the “Project Summary” screen.

