**Grantee Selection & Partner Portal Assignment Worksheet**

This worksheet will be utilized to 1) identify the entity that will serve as the grantee for your project and 2) identify the contact person(s) who will be granted permission to upload documents, access, and/or view project information through the Partner Portal.

|  |  |
| --- | --- |
| ME#: | Project Name: |

**Grantee Selection**

Please fill out the chart below to provide the required contact information. If you have already indicated in your e-Application which entity will serve as the grantee for your project, please confirm that information below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Task/Position** | **Organization** | **Name, Title** | **Email & Phone** |
| **Grantee’s** Chief Elected Official or Officer |  |  |  |
| **Grantee’s** Contact Person |  |  |  |

If you have **not**yet selected a grantee for your project, please follow the below instructions when choosing a grantee.

All projects must submit the PMP through an eligible applicant/grantee (see the “[Grantee Eligibility](https://www.pa.gov/en/agencies/budget/programs-and-services/for-people-doing-business-with-the-commonwealth/for-grantees-and-subrecipients/racp/past-and-present-racp-grantee-list.html)” section of our website). Funding recipients that are not an eligible RACP applicant/grantee must select an eligible applicant/grantee to partner with for the remainder of the RACP process. In these situations, the funding recipient is known as the Sub-Applicant/Sub-Grantee.

The Office of the Budget has a [Past & Present Grantee List](https://www.pa.gov/content/dam/copapwp-pagov/en/budget/documents/programs-and-services/racp/racp-main/past%20and%20present%20grantee%20list.xls) that is available as a download from our website and can be filtered to your specific county, you still have the option to select and work with an eligible applicant/grantee of your choice that is not listed on the website.

After an eligible applicant/grantee has been selected, please provide the Office of Budget the contact information using the chart above.

**Partner Portal Assignment**

OB has implemented a new system for uploading, accessing, and viewing submitted documents. Only certain project representatives will have access to upload, access, and view project information. These settings will be managed by OB.

In order for project representatives to be assigned a partner role, individuals must complete the one-time process of setting up their profile in the Partner Portal. We have detailed instructions for accessing and setting up your profile in the Partner Portal on our website. Please utilize the following link to access the [Partner Portal User Guide](https://www.pa.gov/content/dam/copapwp-pagov/en/budget/documents/programs-and-services/racp/racp-main/partner%20portal%20user%20guide.pdf).

The following is the list of partner roles that can be assigned and a brief description of each:

**Read only:**  Allows users to view the submitted application(s). Users won’t be able to edit or upload documents in the Partner Portal. Once the application reaches the Legal Process Complete workflow stop (fully executed grant agreement) they will no longer be able to view the application.

**Upload Documents:** Allows users to upload documents as requested by program areas.

**Review:** Allows users access to ESA workflow (needed for PMP submission). Once the application reaches the Legal Process Complete workflow stop (fully executed grant agreement) they will no longer be able to view the application.

**Viewer:**  Allows users read only access to view the submitted application(s) past the Legal Process Complete workflow stop (fully executed grant agreement).

**Project Partner Contact Information**

|  |  |  |
| --- | --- | --- |
| **Assignment** | **Name, Title** | **Email Address** |
| Read Only |  |  |
|  |  |
|  |  |
| Upload Documents  (Grantee) |  |  |
|  |  |
|  |  |
| Review  (Grantee) |  |  |
|  |  |
|  |  |
| Viewer  (Grantee) |  |  |
|  |  |
|  |  |

**Signatures**

**Please have representatives from the sub-grantee and grantee sign and submit this form. OB will not be able to move forward in processing this request without both signatures.**

The signed document should be emailed to [RA-OB-RACP@pa.gov](mailto:RA-OB-RACP@pa.gov)

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Sub-grantee Authorized Official

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Grantee Authorized Official