Pennsylvania
Commission on Crime
and Delinquency

Grant Application Walkthrough

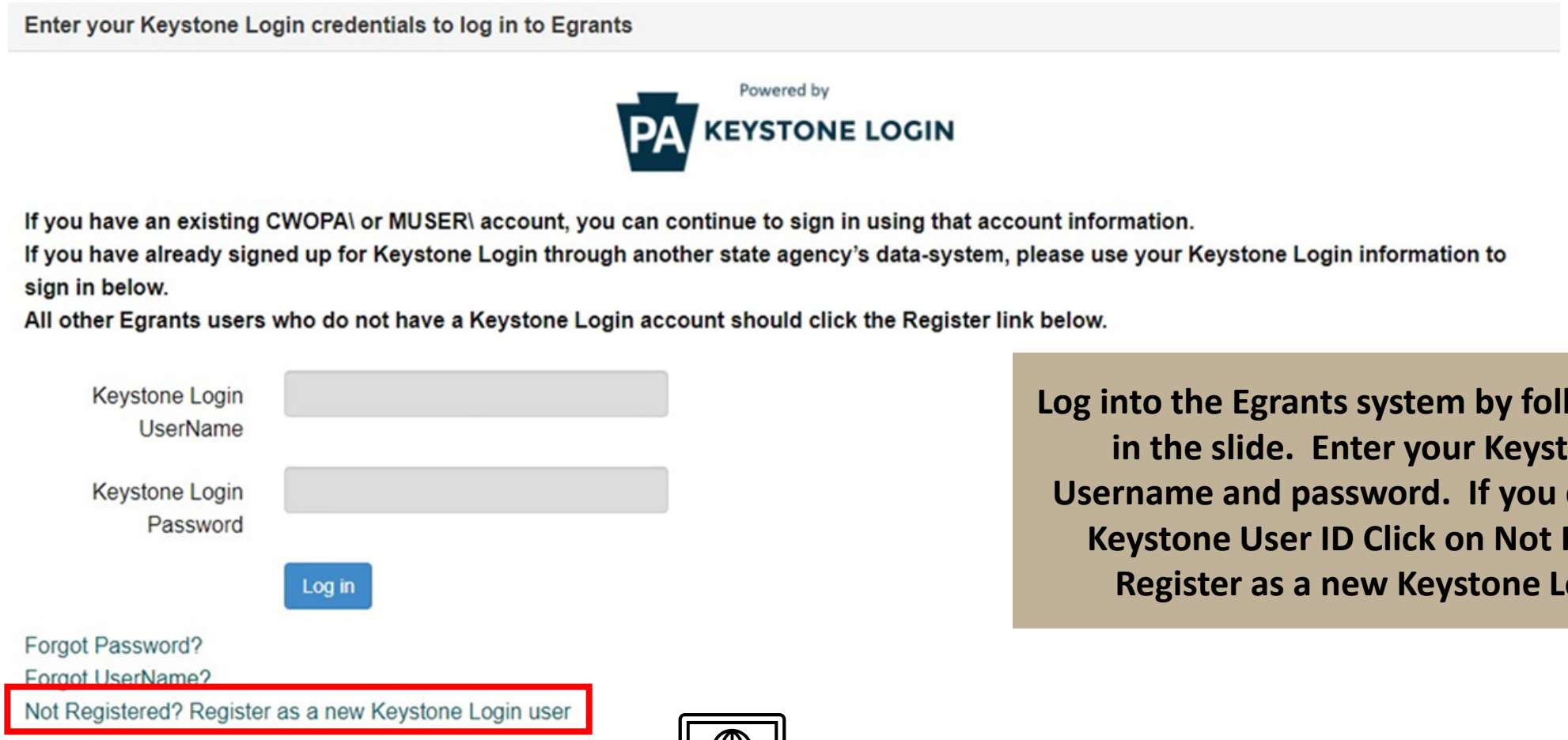
An overview of the grant application process

Welcome!

This presentation will go over the grant application process:

- Create an Application in Egrants
- Completing the Main Summary
- Budget Setup
- Creating Your Budget
- Authorized Signatories & Application Submission
- Viewing Your Application
- Signing Your Application
- Additional Resources
- Questions

Creating an Application in Egrants



Log into the Egrants system by following the link in the slide. Enter your Keystone Login Username and password. If you do not have a Keystone User ID Click on Not Registered? Register as a new Keystone Login user.

EGrants

Creating an Application in Egrants



Choose the menu item link - To create a new Application. To Access an existing project.

Creating an Application in Egrants

FUNDING ANNOUNCEMENT SEARCH

Search Criteria:

Funding Announcement Title:

Program Area: [All]

Funding Stream: [All]

Plan Year: [All]

Status: Open

Search

Fund. Annc. Title	Program Area	Funding Stream	Amount Announced	Open Date	Due Date	Status
Child Advocacy Centers of PA - 2025	Children's Advocacy Center Committee	Child Advocacy Centers - Birth Certificate Funds	$400,000.00	8/1/2024	10/31/2024	Open
Recruitment Incentives for Law Enforcement	Criminal Justice Advisory Committee	COVID-SFR Local Law Enforcement Support	$14,000,000.00	10/19/2023	10/31/2024	Open
Sample Funding Announcement	Criminal Justice Advisory Committee	County Adult Probation Grant-in-Aid	$10,000.00	11/12/2024	12/31/2024	Open

Click on the funding announcement title that corresponds with the grant application being created.

Creating an Application in Egrants

FUNDING ANNOUNCEMENT SUMMARY

Funding Annc. Title: Sample Funding Announcement
Year: 2023
Program Area: Criminal Justice Advisory Committee
Funding Stream: GIA
Funding Area: County Adult Probation Grant-in-Aid
Release Date: 11/12/2024
Due Date: 12/31/2024
Concept Papers Required? No
Competitive/Non-Competitive: Non-Competitive
Amount Announced: 10,000.00
Status: Open
Summary:

Program Contact Person: Ms. Kathy Clarke
Fiscal Contact Person: Mrs. AnnaMarie Deskiewicz

The Fiscal and Program contacts are listed at the top. Please refer to these contacts for application questions, for competitive funding announcements, questions to clarify the funding announcement requirements will have to be emailed to the email resource account identified in the funding announcement document.
To create the new application, click on Create New Application.

Agency/Project responses for this Funding Announcement

Applicant Agency	Project ID	Project Title

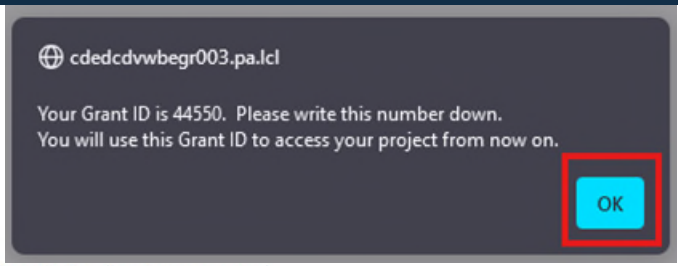
Click to create new application

Create New Application | Cancel

Creating an Application in Egrants

Each funding announcement has a specific summary that includes sections applicable to that funding. The sections that you see listed here may differ from those on your screen.

Note your grant ID number



Grant ID: 44550
Status: Open - Draft

Project Title:
Fund Announcement: Sample Funding Announcement

No Agency Signatories exist for PA Commission On Crime & Delinquency.
Your organization must have at least one designated user approved with the Agency Signatory role before any required documents can be signed.
The Agency Signatory security role is NOT required to submit your grant document.

APPLICATION SUMMARY

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

Section Listing and Status

Section Name	Status	Last Update
Approval Checklists	In Process	11/12/2024 6:43:15 PM
Budget Detail	In Process	11/12/2024 6:43:20 PM
Executive Summary	In Process	11/12/2024 6:43:15 PM
Main Summary Information	In Process	11/12/2024 6:43:20 PM
Performance Indicators	Complete	11/12/2024 6:43:15 PM
Standard Terms and Conditions 7/22/2024	In Process	11/12/2024 6:43:15 PM
Fiscal Accountability	In Process	11/12/2024 6:43:15 PM
Federal Transparency Act Certification	In Process	11/12/2024 6:43:15 PM

View Contract | View Signature Page | Submit Application | View Issues/Comments

Delete Application | Return to Project Summary

Creating an Application in Egrants

On the application summary screen, you must complete the Main Summary information section prior to entering your budget. To do this Click on the Main Summary Information hyperlink.

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Status: Open - Draft

Project Title:
Fund Announcement: Sample Funding Announcement

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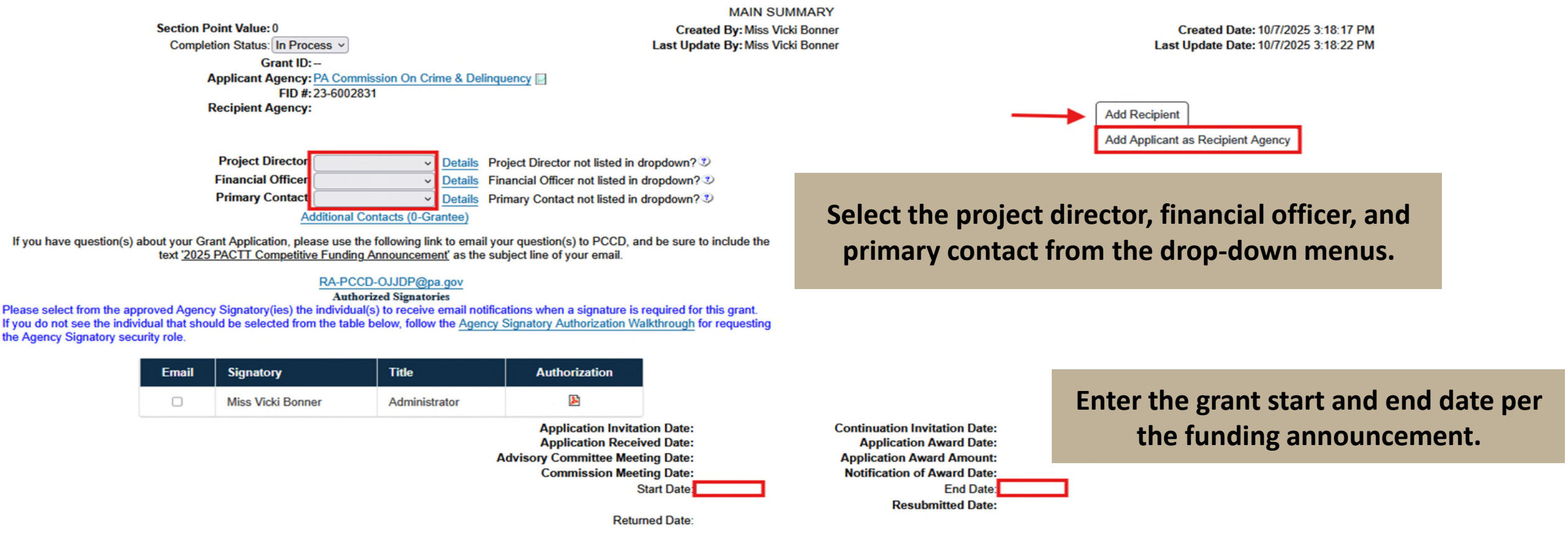
Approval Checklists	In Process	11/12/2024 6:43:15 PM
Budget Detail	In Process	11/12/2024 6:43:20 PM
Executive Summary	In Process	11/12/2024 6:43:15 PM
Main Summary Information	In Process	11/12/2024 6:43:20 PM
Performance Indicators	Complete	11/12/2024 6:43:15 PM
Standard Terms and Conditions 7/22/2024	In Process	11/12/2024 6:43:15 PM
Fiscal Accountability	In Process	11/12/2024 6:43:15 PM
Federal Transparency Act Certification	In Process	11/12/2024 6:43:15 PM

View Contract | View Signature Page | Submit Application | View Issues/Comments

Delete Application | Return to Project Summary

Completing the Main Summary

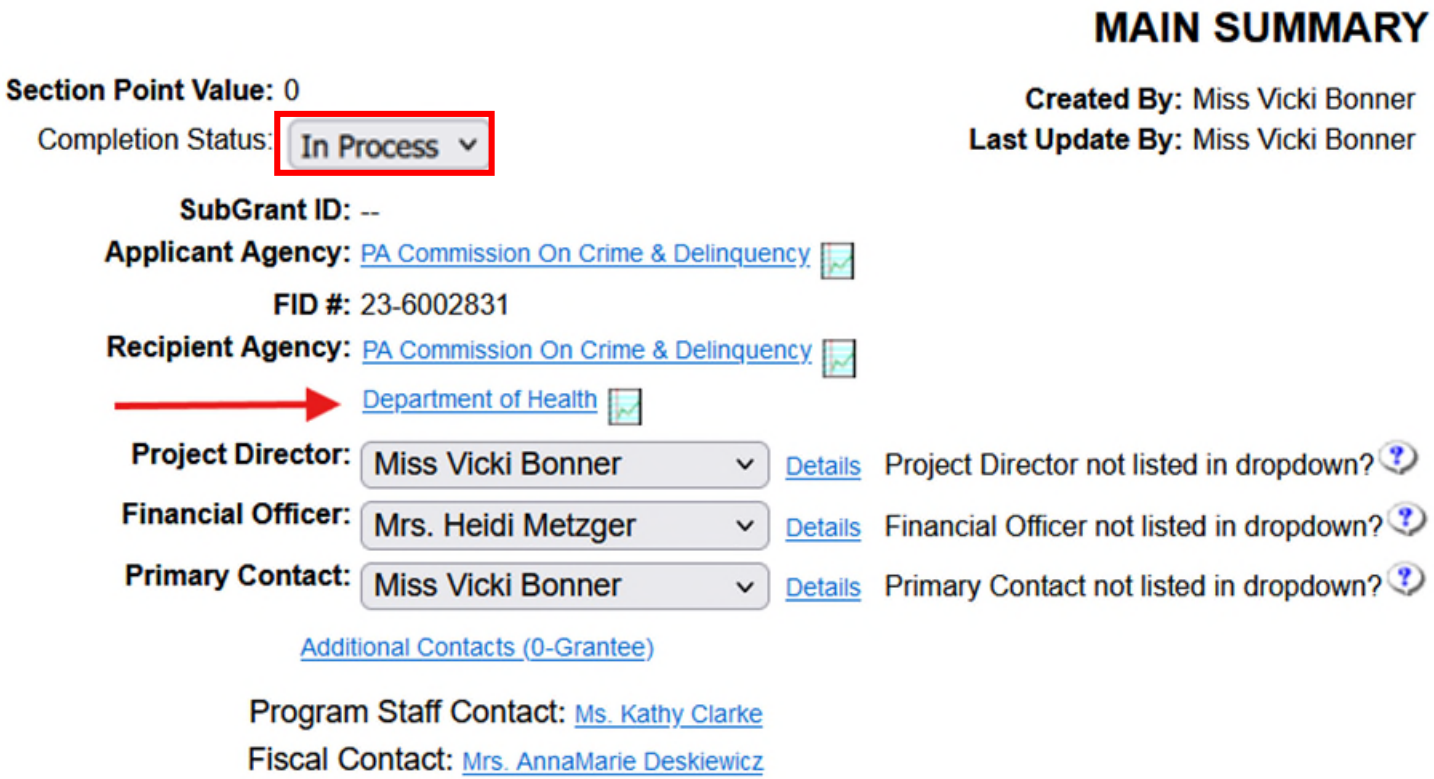
Add all recipient agencies receiving funding and managing any portion of the project. Click the Add Applicant as Recipient Agency button if appropriate. Click the Add Recipient button to search for and add recipient agencies other than the applicant agency. Click the link for that agency in the search results that you want to add and then click save on the next screen. You can add as many recipient agencies as needed and a separate budget will be created for each entity.



Select the project director, financial officer, and primary contact from the drop-down menus.

Enter the grant start and end date per the funding announcement.

Completing the Main Summary



If you added multiple recipient agencies you will now see them listed. To complete the main summary section, change the completion status from "In Process" to "Complete" then click save at the bottom of the page, you will return to the Application Summary Page.

Budget Setup

On the application summary page, you will now see that the Main Summary Information section has been marked complete and you can now move on to the other sections of the grant application.

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APPLICATION SUMMARY

Section Listing and Status

Section Name	Status	Last Update
Approval Checklists	In Process	11/12/2024 6:43:15 PM
Budget Detail	In Process	11/12/2024 7:25:13 PM
Executive Summary	In Process	11/12/2024 6:43:15 PM
Main Summary Information	Complete	11/12/2024 7:25:13 PM
Performance Indicators	Complete	11/12/2024 6:43:15 PM
Standard Terms and Conditions 7/22/2024	In Process	11/12/2024 6:43:15 PM
Fiscal Accountability	In Process	11/12/2024 6:43:15 PM
Federal Transparency Act Certification	In Process	11/12/2024 6:43:15 PM

View Contract | View Signature Page | Submit Application | View Issues/Comments

Delete Application | Return to Project Summary

Budget Setup

If you have more than one recipient, you will select your agency as the agency budget and the entity you are passing funds to as the pass though budget. When finished click save.

BUDGET SETUP

BUDGET SETUP DEFINITIONS

Agency Budget - Provides a separate budget(s) within the Master Budget, allowing specific departments within a county to input their budget line item detail (Agency Budget) separate from the Master Budget. These costs will then be consolidated into the Master Budget categories.

Pass Through Budget - Select when funds are being passed through the applicant agency to other organizations or contractors (service providers). Allows for the input of a separate budget, including budget line item details, for these organizations. The total of each Pass Through Budget will be incorporated into the Consultant category of the Master Budget.

Click the Help button in the upper right corner for examples.

Recipient Agency Name	Agency Budget	Pass Through Budget
PA Commission On Crime & Delinquency	◉	○
Department of Health	○	◉

Save | Return to Budget Summary

Budget Setup

BUDGET SUMMARY

Section Point Value: 0
Completion Status: Return

Created By: Miss Vicki Bonner
Last Update By: Miss Vicki Bonner

Created Date: 11/12/2024 6:43:15 PM
Last Update Date: 11/19/2024 10:20:58 AM

You will now see on the Budget summary screen the added recipient budget.

		YEAR1	TOTAL
PA Commission On Crime & Delinquency (Agency Budget)		59,593.00	59,593.00
Department of Health (Pass Through Budget)		0.00	0.00
	Total:	59,593.00	59,593.00

	YEAR1	TOTAL
Personnel	51,480.00	51,480.00
Employee Benefits	8,113.00	8,113.00
Travel (Including Training)	0.00	0.00
Equipment	0.00	0.00
Supplies & Operating Expenses	0.00	0.00
Consultants	0.00	0.00
Construction	0.00	0.00
Other	0.00	0.00
Total:	59,593.00	59,593.00

BY SOURCE	YEAR1	TOTAL
Federal	0.00	0.00
State	59,593.00	59,593.00
Project Income	0.00	0.00
Interest	0.00	0.00
State Match	0.00	0.00
Cash Match (New Approp.)	0.00	0.00
In-Kind Match	0.00	0.00
Project Income Match	0.00	0.00
Total: Σ	59,593.00	59,593.00

Budget Setup | Save | Save And Continue Editing | Return to Application Summary

Creating Your Budget

For more details on creating your application budget, click on the link below.

Project Title:
Fund Announcement: Sample Funding Announcement

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APPLICATION SUMMARY

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Approval Checklists	In Process	11/12/2024 6:43:15 PM
Budget Detail	In Process	11/12/2024 6:43:20 PM
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Main Summary Information	In Process	11/12/2024 6:43:20 PM
Performance Indicators	Complete	11/12/2024 6:43:15 PM
Standard Terms and Conditions 7/22/2024	In Process	11/12/2024 6:43:15 PM
Fiscal Accountability	In Process	11/12/2024 6:43:15 PM
Federal Transparency Act Certification	In Process	11/12/2024 6:43:15 PM

View Contract | View Signature Page | Submit Application | View Issues/Comments

Delete Application | Return to Project Summary



Budget Detail Walkthrough

Authorized Signatories & Application Submission

You DO NOT need to have a signatory to submit the application

APPLICATION SUMMARY

Section Listing and Status

Section Name	Status	Last Update
Approval Checklists	Complete	11/13/2024 11:04:05 AM
Budget Detail	Complete	11/13/2024 10:51:16 AM
Executive Summary	Complete	11/13/2024 11:04:27 AM
Main Summary Information	Complete	11/13/2024 11:04:05 AM
Performance Indicators	Complete	11/12/2024 6:43:15 PM
Standard Terms and Conditions 7/22/2024	Complete	11/13/2024 11:05:05 AM
Fiscal Accountability	Complete	11/13/2024 11:05:26 AM
Federal Transparency Act Certification	Complete	11/13/2024 11:06:20 AM

Click here to request Agency Signatory Role

Authorized Signatories

Please select from the approved Agency Signatory(ies) the individual(s) to receive email notifications when a signature is required for this grant.
If you do not see the individual that should be selected from the table below, follow the instructions for requesting the Agency Signatory security role Requesting Agency Signatory role.

Email	Signatory	Title	Authorization
☑	Miss Vicki Bonner		

View Contract | View Signature Page | Submit Application | View Issues/Comments

Delete Application | Return to Project Summary

Viewing Your Application

APPLICATION SUMMARY

Section Listing and Status

Section Name	Status	Last Update
Approval Checklists	Complete	11/13/2024 11:04:05 AM
Budget Detail	Complete	11/13/2024 10:51:16 AM
Executive Summary	Complete	11/13/2024 11:04:27 AM
Main Summary Information	Complete	11/13/2024 11:51:37 AM
Performance Indicators	Complete	11/12/2024 6:43:15 PM
Standard Terms and Conditions 7/22/2024	Complete	11/13/2024 11:05:05 AM
Fiscal Accountability	Complete	11/13/2024 11:05:26 AM
Federal Transparency Act Certification	Complete	11/13/2024 11:06:20 AM

View Contract | View Signature Page | Withdraw Application | View Issues/Comments

Return to Project Summary

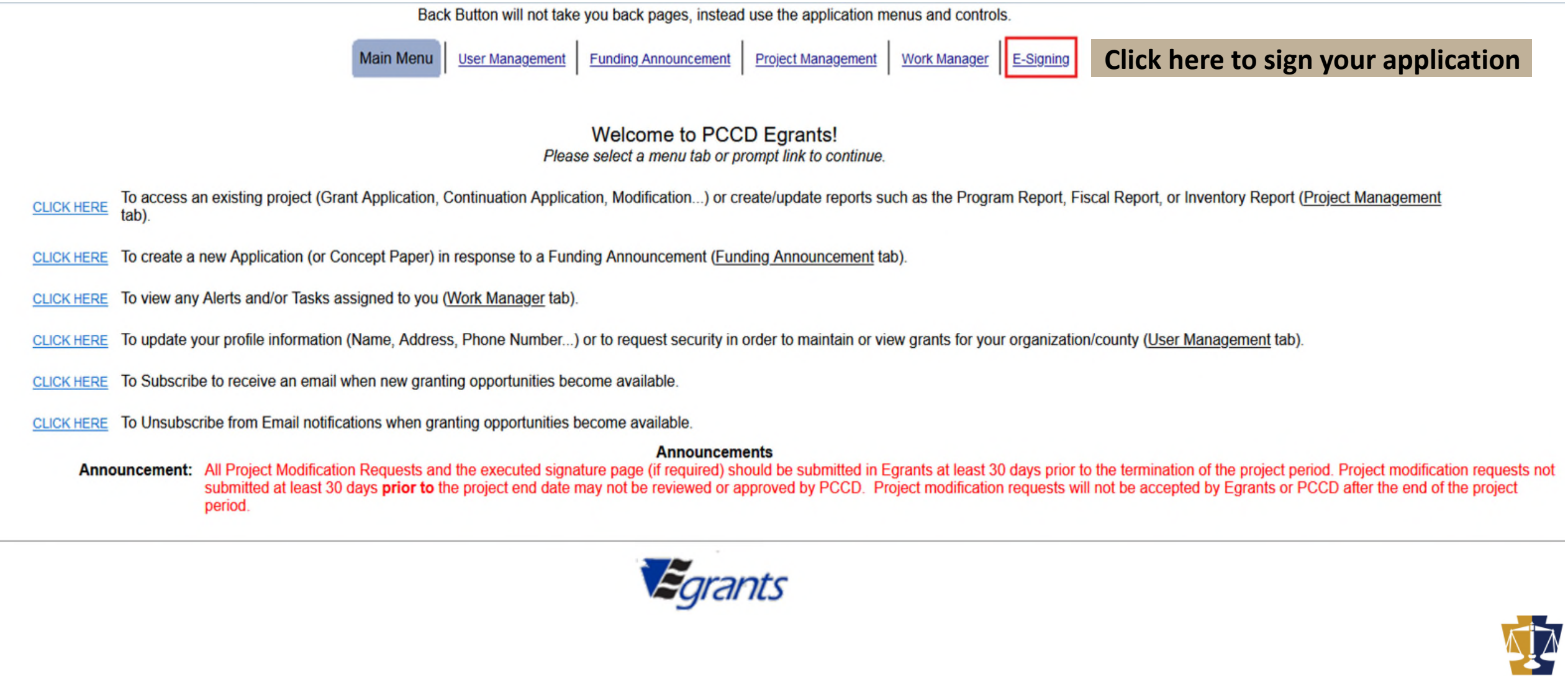
Click here to view your application and print

Signing Your Application

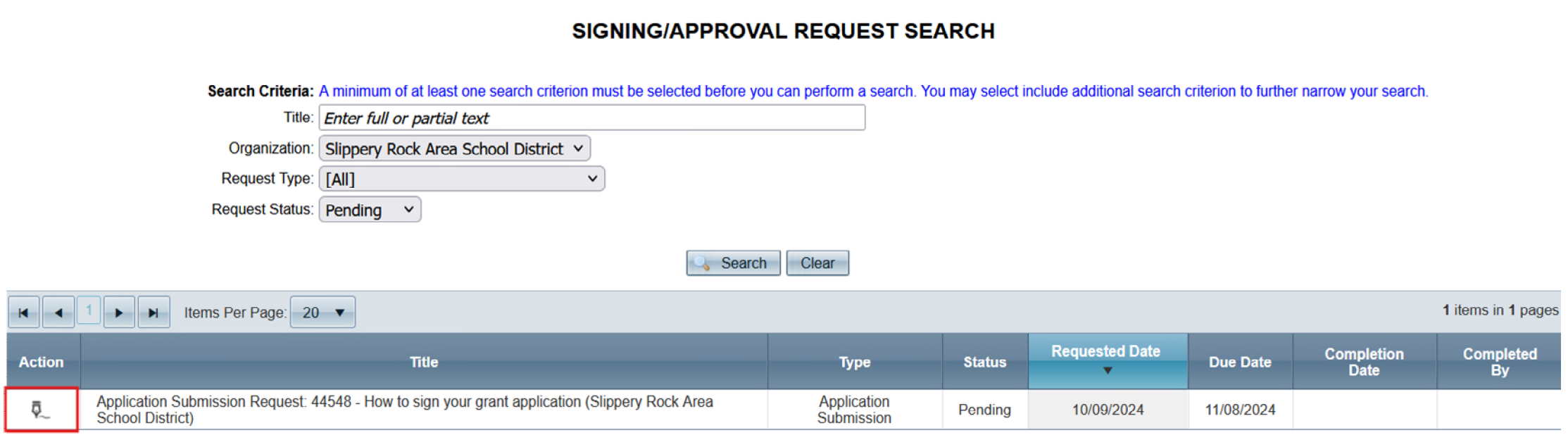
Please note that the application signature process will now occur AFTER PCCD has reviewed the application. Your organizations designated signatory will receive an email from eGrants alerting you to when the signature page is ready for signature.

The following slides will walk you through the signing process.

Signing your Grant Application

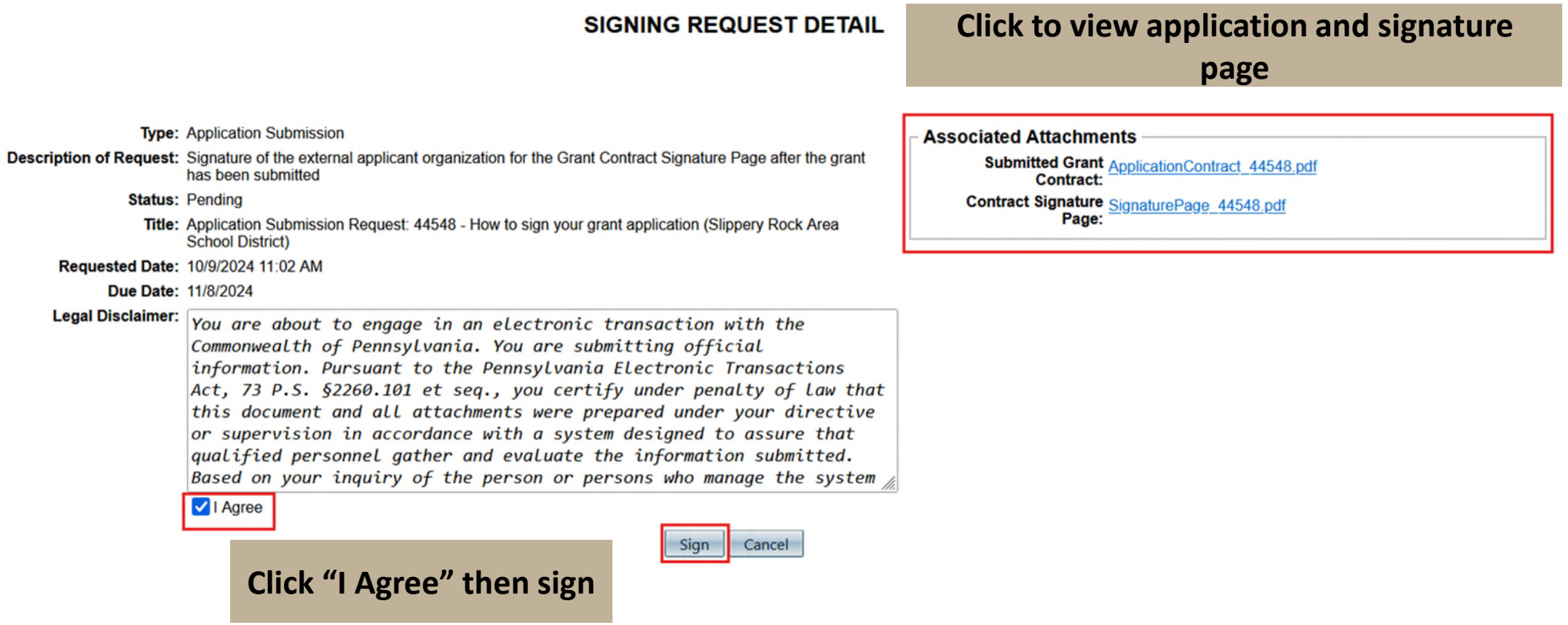


Signing Your Grant Application



Click on the pen mark. You will be directed to the Signing Request Detail Page

Signing Your Grant Application



Additional Resources

For additional application guidance see the resources below

Executive Summary Walkthrough

Procurement Details Walkthrough

Fiscal Accountability Walkthrough

Approval Checklist Walkthrough

Federal Transparency Act section Walkthrough

Nonprofit Agency Checklist

Questions?



EGRANTS Support



Egrants Electronic Signature Access Request Instructions (PDF)



Egrants Electronic Signature Access Request Form (PDF)

Thank you!