



AD

AnnaMarie Deskiewicz

How to sign and view your grant documents

In this segment we will review how to sign your Grant Application, Grant Award letter, and Project Modification Request. Lastly, we will review how you can view your signed documents.



How to sign your Grant Application



How to sign your Grant Award Letter



How to sign your Project Modification Request



How to view your Signature Page

How to sign your Grant Application

AD AnnaMarie Deskiewicz



Pennsylvania Commission on Crime and Delinquency

How to sign your grant application

After PCCD has reviewed your grant application, the final step is to electronically sign it. To proceed, you must have the E-signature role in E-grants. Without this role, you will

be unable to sign the application. For more information on how to request this role, please click [here](#).

After completing your grant application, navigate to the application summary screen. Once all sections are marked as complete, you will have the option to select your Authorized Signatory. Your organization may have multiple authorized signatories, or you may have just one. Please check the box next to the signatory you wish to notify via email for signing the application. Then, click on "Submit Application."

****Note that you can still submit your application without an agency signatory.**

Section Listing and Status

Section Name	Status	Last Update
Statement of Purpose	Complete	10/7/2025 3:32:02 PM
Project Description	Complete	10/7/2025 3:32:27 PM
Approval Checklists	Complete	10/7/2025 3:32:44 PM
Required Attachments	Complete	10/7/2025 3:32:54 PM
Procurement Details	Complete	10/7/2025 3:33:16 PM
Budget Detail	Complete	10/7/2025 3:34:19 PM
Executive Summary	Complete	10/7/2025 3:34:31 PM
Main Summary Information	Complete	10/7/2025 3:33:59 PM
Performance Indicators	Complete	9/22/2025 6:04:44 PM
Standard Terms and Conditions	Complete	10/7/2025 3:34:53 PM
Fiscal Accountability	Complete	10/7/2025 3:35:23 PM
Federal Transparency Act Certification	Complete	10/7/2025 3:36:12 PM
Non-Profit Agency Checklist	Complete	10/7/2025 3:37:07 PM

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 [Agency Signatory Authorization Walkthrough](#) for requesting the Agency Signatory security role.

Email	Signatory	Title	Authorization
<input type="checkbox"/>	Miss Vicki Bonner	Administrator	

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

[Delete Application](#) [Return to Project Summary](#)

TO ENLARGE THIS IMAGE, CLICK ON THE IMAGE.

After your grant has been reviewed by fiscal and program staff and all necessary changes or corrections have been made, the designated signatory for your organization will receive an email notification along with a task in their e-grants work manager noting the application is ready for signature.

To sign the grant application through the email, click on the "View Signature Request" button. If the button is not visible, please follow the provided link as demonstrated in the example below.



Pennsylvania
Commission on Crime
and Delinquency

Please sign grant contract

Miss Vicki Bonner,

The following grant document **47093** - Expanding the CAC (*PA Commission On Crime & Delinquency*) requires the Application Submission Signature.

To view the signature request and sign the Grant Contract, please click the button or link below

[VIEW SIGNATURE REQUEST](#)

If you cannot see the button, copy and paste this link to your web browser <http://cdedcdvwbegr003.pa.lcl/UATAny/SignatureRequest/13800> to view the signing request.

This email was generated automatically; please do not respond to this message. Thank you!

This link expires 01/06/2026.

TO ENLARGE THIS IMAGE, CLICK ON THE IMAGE

You will be directed to the Signing Request Detail page. Please read the legal disclaimer carefully and check the "I agree" box. Once you have completed this step, click "Sign" to add your signature to the application.

Once you have signed the grant application you will be directed back to your work manager.

SIGNING REQUEST DETAIL

Type: Application Submission

Description of Request: Signature of the external applicant organization for the Grant Contract Signature Page after the grant has been submitted

Status: Pending

Title: 47093 - Expanding the CAC (PA Commission On Crime & Delinquency)

Requested Date: 10/7/2025 3:45 PM

Due Date: 1/5/2026

Legal Disclaimer: *You are about to engage in an electronic transaction with the Commonwealth of Pennsylvania. You are submitting official information. Pursuant to the Pennsylvania Electronic Transactions Act, 73 P.S. §2260.101 et seq., you certify under penalty of law that this document and all attachments were prepared under your directive or supervision in accordance with a system designed to assure that qualified personnel gather and evaluate the information submitted. Based on your inquiry of the person or persons who manage the system or those persons directly responsible for gathering the information, the information submitted is, to*

I Agree

Associated Attachments

Submitted Grant Contract: [ApplicationContract_47093.pdf](#)

Contract Signature Page: [SignaturePage_47093.pdf](#)

CONTINUE

Help, I didn't receive an email!!

No worries, you can access the signature request in two ways.

1

By clicking on the Work Manager hyperlink

2

By clicking on the E-Signing hyperlink

Viewing from the Work Manager

To access the signature request, click on the Work Manager hyperlink. You will find the request listed under

the Tasks tab. Simply click on the gear icon to view the details of the signature request.


TASKS AND ALERTS

1 Tasks 0 Alerts (0 new)

Additional Search
Criteria:
Funding Announcement: [All]

x Reset Filter(s) Refresh

Items Per Page: 20 1 items in 1 pages

Action	Title	Category	User Action	Cause	Next Steps	Created On
	47093 - Expanding the CAC (PA Commission On Crime & Delinquency)	Signature Request	Application Submission	A grant document has been submitted to PCCD.	Please review the submitted grant document and electronically sign the Signature Page as required.	10/7/2025 3:45:29 PM

TO ENLARGE IMAGE, CLICK ON THE IMAGE

You will be directed to the Signing Request Detail page. Please read the legal disclaimer carefully and check the "I agree" box. Once you have completed this step, click "Sign" to add your signature to the application.

Once you have signed the grant application you will be directed back to your work manager.

SIGNING REQUEST DETAIL

Type: Application Submission

Description of Request: Signature of the external applicant organization for the Grant Contract Signature Page after the grant has been submitted

Status: Pending

Title: 47093 - Expanding the CAC (PA Commission On Crime & Delinquency)

Requested Date: 10/7/2025 3:45 PM

Due Date: 1/5/2026

Legal Disclaimer: *You are about to engage in an electronic transaction with the Commonwealth of Pennsylvania. You are submitting official information. Pursuant to the Pennsylvania Electronic Transactions Act, 73 P.S. §2260.101 et seq., you certify under penalty of law that this document and all attachments were prepared under your directive or supervision in accordance with a system designed to assure that qualified personnel gather and evaluate the information submitted. Based on your inquiry of the person or persons who manage the system or those persons directly responsible for gathering the information, the information submitted is, to*

I Agree

Associated Attachments

Submitted Grant [ApplicationContract_47093.pdf](#)

Contract:

Contract Signature [SignaturePage_47093.pdf](#)

Page:

TO ENLARGE IMAGE, CLICK ON THE IMAGE

CONTINUE

Viewing from the E-signing Hyperlink

To begin, navigate to the main menu and click on the E-signing hyperlink. This action will direct you to the Signing/Approval Request Search Page. From there, click on the pen icon to access and view your signature request.

SIGNING/APPROVAL REQUEST SEARCH

Search Criteria: A minimum of at least one search criterion must be selected before you can perform a search. You may select include additional search criterion to further narrow your search.

Title:
 Organization:
 Request Type:
 Request Status:

Items Per Page:
 1 items in 1 pages

Action	Title	Type	Status	Claim	Requested Date	Due Date	Completion Date	Completed By
<input type="button" value="🔍"/>	47093 - Expanding the CAC (PA Commission On Crime & Delinquency)	Application Submission	Pending		10/08/2025	01/06/2026		

TO ENLARGE IMAGE, CLICK ON THE IMAGE

You will be directed to the Signing Request Detail page. Please read the legal disclaimer carefully and check the "I agree" box. Once you have completed this step, click "Sign" to add your signature to the application.

Once you have signed the grant application you will be directed back to the Signing/Approval Request Search Page.

SIGNING REQUEST DETAIL

Type: Application Submission
Description of Request: Signature of the external applicant organization for the Grant Contract Signature Page after the grant has been submitted

Status: Pending
Title: 47093 - Expanding the CAC (PA Commission On Crime & Delinquency)

Requested Date: 10/7/2025 3:45 PM
Due Date: 1/5/2026

Legal Disclaimer: *You are about to engage in an electronic transaction with the Commonwealth of Pennsylvania. You are submitting official information. Pursuant to the Pennsylvania Electronic Transactions Act, 73 P.S. §2260.101 et seq., you certify under penalty of law that this document and all attachments were prepared under your directive or supervision in accordance with a system designed to assure that qualified personnel gather and evaluate the information submitted. Based on your inquiry of the person or persons who manage the system or those persons directly responsible for gathering the information, the information submitted is, to*

I Agree

Associated Attachments

Submitted Grant Contract: [ApplicationContract_47093.pdf](#)
Contract Signature Page: [SignaturePage_47093.pdf](#)

TO ENLARGE IMAGE, CLICK ON THE IMAGE

CONTINUE



For additional information on how to sign your grant application:

E-mail: RA-eGrantsSupport@pa.gov

Telephone: (717) 787-5887 or toll-free within Pennsylvania (800) 692-7292

How to sign your Grant Award Letter

 AnnaMarie Deskiewicz




Pennsylvania Commission on Crime and Delinquency

How to sign your grant award letter

Congratulations on being awarded your PCCD Grant! You are now required to sign the final document, the Award

Letter. You should have received an email similar to the one shown below.

To proceed, click on the "View Signature Request" button. If you do not see the button, please follow the provided link. Remember, only the signatory listed on the grant application will receive this email.

 Pennsylvania
Commission on Crime
and Delinquency

Please sign award notice

The following grant document **47093** - Expanding the CAC (*PA Commission On Crime & Delinquency*) requires the Subgrantee Award Notice Signature.

To view the signature request and sign the Award Notice, please click the button or link below

VIEW SIGNATURE REQUEST

If you cannot see the button, copy and paste this link to your web browser <http://cdedcdvwbegr003.pa.lcl/UATAny/SignatureRequest/13806> to view the signing request.

This email was generated automatically; please do not respond to this message. Thank you!

This link expires 10/05/2026.

To begin, navigate to the main menu of E-grants and click on the E-signing hyperlink. This action will take you to the Signing/Approval Request Search page. In the Action category, select the pen icon to access the Signing Request Detail page. Please note that the document you are signing is the Subgrantee Award Notice.

Back Button will not take you back pages, instead use the application menus and controls.

[Main Menu](#) | [User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Work Manager](#) | [E-Signing](#) | [Internal Menu](#)

SIGNING/APPROVAL REQUEST SEARCH

Search Criteria: A minimum of at least one search criterion must be selected before you can perform a search. You may select include additional search criterion to further narrow your search.



Title:

Organization:

Request Type:

Request Status:

Items Per Page: 20 1 items in 1 pages

Action	Title	Type	Status	Claim	Requested Date	Due Date	Completion Date	Completed By
	47093 - Expanding the CAC (PA Commission On Crime & Delinquency)	Subgrantee Award Notice Signature	Pending		10/10/2025	10/05/2026		

To sign the award notice, carefully read through the legal disclaimer then click on the box next to "I Agree", then click sign.

Once you have electronically signed the document, you will be redirected to the Signing/Approval Request Page.

SIGNING REQUEST DETAIL

Type: Subgrantee Award Notice Signature
Description of Request: Signing of the generated Award Notice by the Subgrantee
Status: Pending
Title: 47093 - Expanding the CAC (PA Commission On Crime & Delinquency)
Requested Date: 10/10/2025 11:22 AM
Due Date: 10/5/2026

Associated Attachments

Award Notice: [AwardNotice_47093.pdf](#)

Legal Disclaimer: *You are about to engage in an electronic transaction with the Commonwealth of Pennsylvania. You are submitting official information. Pursuant to the Pennsylvania Electronic Transactions Act, 73 P.S. §2260.101 et seq., you certify under penalty of law that this document and all attachments were prepared under your directive or supervision in accordance with a system designed to assure that qualified personnel gather and evaluate the information submitted. Based on your inquiry of the person or persons who manage the system or those persons directly responsible for gathering the information, the information submitted is, to*

I Agree

Sign Cancel

CONTINUE



For additional resources, please contact the help desk.

E-Mail: RA-eGrantsSupport@pa.gov

Telephone: (717) 787-5887 or toll-free within Pennsylvania (800)
692-7292

How to sign your Project Modification Request

AD AnnaMarie Deskiewicz



Pennsylvania Commission on Crime and Delinquency

Signing your Project Modification Request (PMR)

To sign your Project Modification Request (PMR) that requires a signature page, you must electronically sign it

using E-grants.

After submitting the Project Modification Request (PMR), the designated signatory for your organization will receive an email notification confirming the submission and indicating that their signature is required.

In the email, you can click on the "View Signature Request" button. If the button is not visible, please copy and paste the provided link into your browser.



Pennsylvania
Commission on Crime
and Delinquency

Please sign grant contract

The following grant document **46093** - Security Camera Installation requires the Application Submission Signature.

To view the signature request and sign the Grant Contract, please click the button or link below

[VIEW SIGNATURE REQUEST](#)

If you cannot see the button, copy and paste this link to your web browser <http://cdedcdvwbegr003.pa.lcl/UATAny/SignatureRequest/13807> to view the signing request.

This email was generated automatically; please do not respond to this message. Thank you!

This link expires 01/12/2026.

Upon clicking the link, you will be directed to the Signing Request Detail page. It is important to carefully read the legal disclaimer provided. After reviewing it, please check the box next to "I Agree" and then click the sign button to proceed. After signing, you will be directed to the Signing/Approval Request Search page.

SIGNING REQUEST DETAIL	
Type: Application Submission	Associated Attachments Submitted Grant Contract: ModificationContract_46093.pdf Contract Signature Page: SignaturePage_46093.pdf
Description of Request: Signature of the external applicant organization for the Grant Contract Signature Page after the grant has been submitted	
Status: Pending	
Title: 46093 - Security Camera Installation	
Requested Date: 10/14/2025 2:07 PM	
Due Date: 1/12/2026	
Legal Disclaimer:	
<i>You are about to engage in an electronic transaction with the Commonwealth of Pennsylvania. You are submitting official information. Pursuant to the Pennsylvania Electronic Transactions Act, 73 P.S. §2260.101 et seq., you certify under penalty of law that this document and all attachments were prepared under your directive or supervision in accordance with a system designed to assure that qualified personnel gather and evaluate the information submitted. Based on your inquiry of the person or persons who manage the system or those persons directly responsible for gathering the information, the information submitted is, to</i>	
<input checked="" type="checkbox"/> I Agree	<input type="button" value="Sign"/> <input type="button" value="Cancel"/>

CONTINUE



For additional information please contact the help desk.

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Telephone: (717) 787-5887 or toll-free within Pennsylvania (800) 692-7292

How to view your Signature Page

 AnnaMarie Deskiewicz



Pennsylvania Commission on Crime and Delinquency

How to view your signed documents

After your application or project modification request has been awarded, you can easily view and print the contract, award letter, and signature page for your records.

To access an existing project, begin by clicking the first option in the Main menu.

Back Button will not take you back pages, instead use the application menus and controls.

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

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.



To view your awarded projects, navigate to the Project Management screen and select the link labeled "Awarded Projects - Active."

PROJECT MANAGEMENT SEARCH

Search Criteria:

Grant ID:

Applicant Agency: ▼

Recipient Agency:

Funding Announcement: ▼

Keywords: ▼

Quick Searches

[Applications In Process \(0\)](#)

[Awarded Projects - Active \(1\)](#)

Applications In Process Quick Search results displayed
No records found!

<u>Grant ID</u>	<u>Applicant Agency</u>	<u>Title</u>	<u>Receipt Date</u>
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To view the signature documents for your application or PMR, please click on the grant ID number associated with it.

PROJECT MANAGEMENT SEARCH

Search Criteria:

Grant ID:

Applicant Agency: [All]

Recipient Agency:

Funding Announcement: [All]

Keywords: [All]

Awarded Projects - Active Quick Search results displayed

Quick Searches
[Applications In Process \(0\)](#)
[Awarded Projects - Active \(1\)](#)

<u>Grant ID</u>	<u>Applicant Agency</u>	<u>Title</u>	<u>Receipt Date</u>
46093	Little Rock School District	Security Camera Installation	11/26/2024

Viewing the application signature documents

On the Project Summary screen, you can choose to view either the application or any project modifications. Let's begin by examining the application.

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
46093: 	Create Project Modification Request (PMR)		
	Modifications 1 (Extension)	3/1/2025 - 6/30/2026	Open - Awarded  
	Application	3/1/2025 - 9/30/2025	Open - Awarded

[View Issues/Comments](#)

On the application summary screen, locate the box at the bottom of the page labeled "Signature Documents." In this section, you will find copies of your Grant Contract, Application Contract with Attachments, and the Executed Award Notice. Click on any of these links to view or print the documents.

APPLICATION SUMMARY

Section Listing and Status

Section Name	Status	Last Update
Main Summary Information	Complete	10/14/2025 3:12:05 PM
Executive Summary	Complete	12/5/2024 11:15:45 AM
Budget Detail	Complete	2/19/2025 10:26:51 AM
Program Activities SMHSS 24-25	Complete	12/13/2024 2:46:02 PM
Project Information	Complete	12/5/2024 1:02:28 PM
School Safety Procurement Standards - State Funds	Complete	12/5/2024 1:02:51 PM
Approval Checklists	Complete	12/5/2024 1:03:38 PM
Performance Indicators	Complete	12/5/2024 7:20:01 AM
Standard Terms and Conditions - SS	Complete	12/5/2024 1:03:57 PM
Fiscal Accountability	Complete	12/5/2024 1:04:36 PM
Federal Transparency Act Certification	Complete	12/5/2024 1:04:58 PM

[View Contract](#) [View Signature Page](#) [View Issues/Comments](#)
[Return to Project Summary](#)

Signature Documents
Application Grant Contract: [Grant Contract_46093.pdf](#)
Application Grant Contract with Attachments: [Grant Contract with Attachments_46093.pdf](#)
Executed Award Notice: [AwardNotice_46093.pdf](#)

CONTINUE

Viewing the project modification signature documents

To access the modification signature documents, simply click on the specific modification you wish to view.

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
46093:	Create Project Modification Request (PMR)		
	Modifications 1 (Extension)	3/1/2025 - 6/30/2026	Open - Awarded
	Application	3/1/2025 - 9/30/2025	Open - Awarded

[View Issues/Comments](#)

On the modification summary screen, locate the box at the bottom of the page labeled "Signature Documents." In this section, you will find copies of your Modified Grant Contract, and Modified Grant Contract with Attachments. Click on either of these links to view or print the documents.

MODIFICATION SUMMARY

Please complete all sections and click the Submit Modification Button to transmit your modification request to PCCD for consideration.

Section Listing and Status

Section Name	Status	Last Update
Main Summary Information	Complete	10/14/2025 3:12:05 PM
Budget Detail	Complete	10/14/2025 2:05:06 PM
Performance Indicators	Complete	10/14/2025 2:05:06 PM

[View Contract](#) [View Signature Page](#) [Withdraw Modification](#) [View Issues/Comments](#)

[Return to Project Summary](#)

Signature Documents

Modification Grant Contract: [Grant Contract_46093.pdf](#)
Modification Grant Contract with Attachments: [Grant Contract with Attachments_46093.pdf](#)

CONTINUE



For additional information please contact the help desk.

E-Mail: RA-eGrantsSupport@pa.gov

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