



AD

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Setting up the Agency Budget

Setting up your budget

You have successfully completed the Main Summary Information section on the application summary page. You can now proceed to the other sections of the grant application. Let's begin by examining the Budget Detail section.

Section Listing and Status

Section Name	Status	Last Update
Statement of Purpose	In Process	9/22/2025 6:04:44 PM
Project Description	In Process	9/22/2025 6:04:44 PM
Approval Checklists	In Process	9/22/2025 6:04:44 PM
Required Attachments	In Process	9/22/2025 6:04:44 PM
Procurement Details	In Process	9/22/2025 6:04:44 PM
Budget Detail	→ In Process	9/22/2025 6:34:13 PM
Executive Summary	In Process	9/22/2025 6:04:44 PM
Main Summary Information	→ Complete	9/22/2025 6:34:13 PM
Performance Indicators	Complete	9/22/2025 6:04:44 PM
Standard Terms and Conditions	In Process	9/22/2025 6:04:44 PM
Fiscal Accountability	In Process	9/22/2025 6:04:44 PM
Federal Transparency Act Certification	In Process	9/22/2025 6:04:44 PM
Non-Profit Agency Checklist	In Process	9/22/2025 6:04:44 PM

The example above shows that the Main Summary status is marked as "Complete," while the Budget Detail section is currently labeled as "In Process" and is ready for modifications.

CONTINUE

To enter a budget for the applicant agency or a specific department within its organizational structure, select "Agency Budget."

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	<input checked="" type="radio"/>	<input type="radio"/>

[Save](#) [Return to Budget Summary](#)

If your agency is the sole recipient of the grant funds, please click "Save" to proceed.

Select the "Pass-Through Budget" option when entering a budget for a partner agency responsible for implementing all or part of the project. If the recipient agency is not listed, please return to the main summary and click on "Add Recipient" to include it.

BUDGET SETUP

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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	<input checked="" type="radio"/>	<input type="radio"/>
Department of Health	<input type="radio"/>	<input checked="" type="radio"/>

Save Return to Budget Summary

CONTINUE

After establishing the budget, you can access the budget sections by clicking on either your agency name or the name of the pass-through agency.

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.

BUDGET SUMMARY				
Section Point Value: 0 Completion Status: <input type="text" value="In Process"/>	Created By: Miss Vicki Bonner Last Update By: Miss Vicki Bonner	Created Date: 9/22/2025 6:04:44 PM Last Update Date: 9/22/2025 6:41:53 PM		
BY RECIPIENT AGENCY	YEAR1	YEAR2	YEAR3	TOTAL
PA Commission On Crime & Delinquency (Agency Budget)	0.00	0.00	0.00	0.00
Total:	0.00	0.00	0.00	0.00

BUDGET SUMMARY				
Section Point Value: 0 Completion Status: <input type="text" value="In Process"/>	Created By: Miss Vicki Bonner Last Update By: Miss Vicki Bonner	Created Date: 9/22/2025 6:04:44 PM Last Update Date: 9/22/2025 6:24:59 PM		
BY RECIPIENT AGENCY	YEAR1	YEAR2	YEAR3	TOTAL
PA Commission On Crime & Delinquency (Agency Budget)	0.00	0.00	0.00	0.00
Department of Health (Pass Through Budget)	0.00	0.00	0.00	0.00
Total:	0.00	0.00	0.00	0.00

CONTINUE

For detailed information on how to complete the budget process, please navigate to the PA Commission on Crime and Delinquency website and click on Getting Started in Egrants > Applicant Resources. From there choose the Budget Detail Walkthrough (PDF).

Or click the link below ↓

[Budget Detail Walkthrough \(PDF\)](#)

Commission on Crime and Delinquency

- About PCCD >
- Newsroom
- Programs and Services >
- Resources v
 - Active Funding Announcements
 - Funding and Grants Process v
 - Getting Started in Egrants
 - Applicant Resources**
 - The Competitive Grant Process
 - Grant Administration
 - Grants Financial Management
 - Funding Streams
 - Grants Dashboard
 - PCCD Federal Awards >
 - Statistical Analysis Center >
- Strategic Plan and Annual Reports
- Calendar
- Contact Directory
- Search

General Grant Application Guides

[PCCD Applicant's Manual \(PDF\)](#)

A comprehensive guide to grant application requirements and post-award obligations.

[PCCD Grant Applicant Pre-Award Checklist \(PDF\)](#) [↗](#)

A high-level overview of essential items that should be in place prior to applying for a grant.

[PCCD Grant Applicant Readiness Checklist \(PDF\)](#) [↗](#)

This tool was created to help organizations determine their readiness to successfully submit an application for funding to PCCD.

[Grant Application Walkthrough \(PDF\)](#)

A step-by-step guide to completing a grant application in Egrants.

[Main Summary Information \(PDF\)](#) [↗](#)

A guide to completing the Main Summary Information section of a grant application.

[Executive Summary \(PDF\)](#) [↗](#)

A guide to completing the Executive Summary section of a grant application.

[Project Description \(PDF\)](#) [↗](#)

A guide to completing the Project Description section of a grant application.

[Program Activities \(PDF\)](#) [↗](#)

A guide to completing the Program Activities section of a grant application.

[Required Documents \(PDF\)](#) [↗](#)

A guide to completing the Required Documents section of a grant application.

[Performance Indicators \(PDF\)](#)

A guide to completing the Performance Indicators section of a grant application.

[Budget Detail Walkthrough \(PDF\)](#)

A step-by-step guide to completing the Budget Detail section of a grant application.

CONTINUE



For additional questions or help with navigating the budget section, please contact the PCCD E-grants help desk at:

Email: RA-eGrantsSupport@pa.gov

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