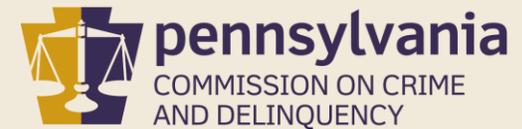


PROJECT MODIFICATION WALKTHROUGH

A guide to
submitting a PMR
in Egrants



INFORMATION GUIDE

This guide follows each step that a Sample Grantee takes to create, complete, and submit a PMR in Egrants.

You may follow this walkthrough page by page or jump to a specific task by clicking on one of the hyperlinks listed to the right.

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1. [Create PMR in Egrants](#)
 2. [Selecting PMR Type](#)
 3. [Create Grant Extension PMR](#)
 4. [Create Personnel Name Change PMR](#)
 5. [Create Full PMR](#)
 6. [Do I Need a Signature Page?](#)
-

1. Create a PMR in Egrants

Log into Egrants at <https://www.egrants.pccd.pa.gov/>

Enter your Keystone Login credentials to log in to Egrants



If you have an existing CWOPA\ or MUSER\ account, you can continue to sign in using that account information.

If you have already signed up for Keystone Login through another state agency's data-system, please use your Keystone Login information to sign in below.

All other Egrants users who do not have a Keystone Login account should click the Register link below.

Keystone Login
UserName

Keystone Login
Password

Log in

[Forgot Password?](#)

[Forgot UserName?](#)

[Not Registered? Register as a new Keystone Login user](#)

On the Main Menu, click the top menu item link which reads “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).”

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.



On the right side of the Project Management Search page, you'll see a menu titled Quick Searches. Click on the linked titled **Awarded Projects – Active**.

PROJECT MANAGEMENT SEARCH

Search Criteria:

Grant ID:

Applicant Agency: ▼

Recipient Agency:

Funding Announcement: ▼

Keywords: ▼

Quick Searches
[Applications In Process \(1\)](#)
[Awarded Projects - Active \(3\)](#)

Information about your active grants will appear below the Search Criteria section. Click on the **Grant ID** link that matches the grant you want to modify.

PROJECT MANAGEMENT SEARCH

Search Criteria:

Grant ID:

Applicant Agency: ▼

Recipient Agency:

Funding Announcement: ▼

Keywords: ▼

Awarded Projects - Active Quick Search results displayed

<u>Grant ID</u>	<u>Applicant Agency</u>	<u>Title</u>
31084	Sample Agency	

Click the **Create Project Modification Request (PMR)** button located on the Project Summary page.

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
32019:	Create Project Modification Request (PMR)		
	Application	3/1/2020 - 2/28/2022	Open - Awarded  

View Issues/Comments

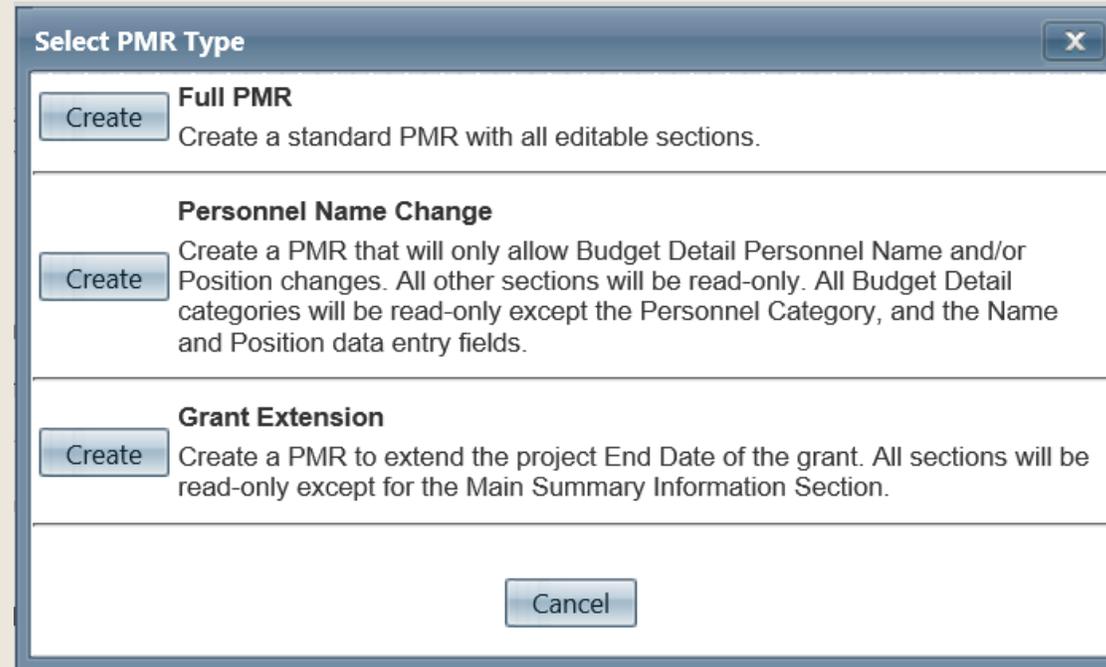
2. Select PMR Type

There are 3 types of project modifications. We will walk through each PMR option in the next few slides.

Full PMR – Full PMR gives access to all sections of the PMR. You will use this for changes to the budget that are more than just Personnel name changes. In addition to budget changes, you can extend the end date of the grant as well. If you have no budget changes and an extension is all you need, choose the Grant Extension option.

Personnel Name Change – Only changes to the Personnel section of the budget will be available. All other sections will be read only. To make changes to other sections you would use the Full PMR option.

Grant Extension – This is for a date extension only when no budget changes are needed. If you need to extend the date and make budget changes you would use the Full PMR option.



The screenshot shows a dialog box titled "Select PMR Type" with a close button (X) in the top right corner. It contains three rows of options, each with a "Create" button and a description:

- Full PMR**: Create a standard PMR with all editable sections.
- Personnel Name Change**: Create a PMR that will only allow Budget Detail Personnel Name and/or Position changes. All other sections will be read-only. All Budget Detail categories will be read-only except the Personnel Category, and the Name and Position data entry fields.
- Grant Extension**: Create a PMR to extend the project End Date of the grant. All sections will be read-only except for the Main Summary Information Section.

A "Cancel" button is located at the bottom center of the dialog box.

3. Grant Extension PMR

If the only change you are making is an extension of the end date, choose **Grant Extension** in the Select PMR Type box shown below. You will not be able to make any budget changes with this option. If you need any other changes, you should review the other PMR options. Choose Create as shown below if this is the PMR you need.

The screenshot shows a dialog box titled "Select PMR Type" with a close button (X) in the top right corner. It contains three options, each with a "Create" button and a description:

- Full PMR**: Create a standard PMR with all editable sections.
- Personnel Name Change**: Create a PMR that will only allow Budget Detail Personnel Name and/or Position changes. All other sections will be read-only. All Budget Detail categories will be read-only except the Personnel Category, and the Name and Position data entry fields.
- Grant Extension**: Create a PMR to extend the project End Date of the grant. All sections will be read-only except for the Main Summary Information Section.

A red rectangular box highlights the "Create" button for the "Grant Extension" option. A "Cancel" button is located at the bottom center of the dialog box.

The PMR confirmation page lists all requirements that need to be met to successfully submit a PMR. ***Review this page thoroughly before clicking the continue button.***

Create Project Modification Request (PMR) Confirmation

All Project Modification Requests must be submitted in Egrants, and the original, signed document must be attached to your project modification in Egrants prior to the termination of the project period. Project modification requests will not be accepted by Egrants after the end of the project period.

Please complete all sections (Summary, Budget, Justification and Performance Indicators) by entering the requested changes and switching the section status to Complete. If you have no changes to make to a particular section, just change the section status to Complete. Once all section statuses are marked Complete, click the Submit Modification button to transmit your project modification request to PCCD for consideration.

Your modification is not considered officially submitted until you click the submit button and the status changes to Open-Received and your signed modification request is received by PCCD.

ALL modification requests will be processed electronically in Egrants. Your modification request may require you to attach an executed modification signature page (page 2) in Egrants. An executed modification signature page (page 2) may or may not be required as discussed below:

Signatures are required on page two of the request in the following situations:

1. A requested modification to the project period
2. A requested modification to the total award amount
3. A requested change of the project's scope or objective

If page two is required, please attach it to your project modification request in Egrants.

A guide is available to assist you in completing your project modification request and is available on our website at <https://www.pccd.pa.gov/schoolsafety/Documents/Technical%20Assistance/PMR%20Walkthrough.pdf>.

An official of the applicant agency with the authority to sign contracts on behalf of the applicant agency (i.e. County Commissioners, President of the Board of Directors, etc.) must sign page two. An appropriate attesting officer (i.e. County Chief Clerk, Secretary of the Board of Directors, etc.) must also sign this page.

These instructions will also be available by clicking the Help button in the upper right corner of the modification summary screen.

Press **Continue** to create the PMR
Press **Cancel** to Abort

Continue

Cancel

Processing, please wait will appear briefly:



Then the screen below will populate. Only the Main Summary Information section will be available for the Grant Extension option. Signature Page 2 is required for Project Extensions. Uploading Signature Documents will be covered later in Section #6 of these instructions.

Click on the Main Summary Information.

MODIFICATION SUMMARY

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

Section Name	Status	Point Value	Last Update
Main Summary Information	In Process	0	1/14/2022 12:36:06 PM
Budget Detail	Complete	15	1/14/2022 12:36:06 PM
Performance Indicators	Complete	0	1/14/2022 12:36:06 PM

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

Complete all of the highlighted fields of the Modification Details page then click **Save**.

Completion Status field must be "Complete"

Submitted By field must list the person submitting the PMR

Project End Date enter the grant end date for the extension

Justification of Requested Modification field must clearly state what modifications are being made to the project and include a detailed description of why the changes are necessary

MODIFICATION DETAILS

Section Point Value: 0

Completion Status: **Complete** ▼

Created Date: 1/14/2022 12:36:06 PM
Last Update Date: 1/14/2022 12:36:06 PM

SubGrant ID: 2019-SS-01

Created by: John Smith
Last Updated by: John Smith

Applicant Agency:

FID #: Your Agency

Recipient Agency:

Project Director: John Smith ▼ [Details](#) Project Director not listed in dropdown? ?

Financial Officer: Sandra Johnson ▼ [Details](#) Financial Officer not listed in dropdown? ?

Primary Contact: John Smith ▼ [Details](#) Primary Contact not listed in dropdown? ?

[Additional Contacts \(0-Grantee\)](#)

Project Program Area: School Safety and Security Committee

Program Staff Contact: [Mr. Shaun White](#)

Fiscal Contact: [Ms. Cynthia Kuchar](#)

Listing of Signatories

Name	Title
------	-------

Phase: Initial

Submitted By: * John Smith ▼

Submitted Date: *

Application Award Date: 2/26/2020

Modification Award Amount: 449,945.00

Project Start Date: * 3/1/2020

Project End Date: * 6/30/2022

Commission Meeting:

Resubmitted Date:

Returned Date:

Justification of Requested Modification: *

All sections should now be marked as complete.
Upload Signature Page 2 with the required signatures. For instructions to upload signature documents, see section #6 of this walkthrough.
Once the Signature Page is uploaded, Click Submit Modification.

MODIFICATION SUMMARY

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

Section Name	Status	Point Value	Last Update
Main Summary Information	Complete	0	1/14/2022 12:39:42 PM
Budget Detail	Complete	15	1/14/2022 12:36:06 PM
Performance Indicators	Complete	0	1/14/2022 12:36:06 PM

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

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

Signature Documents

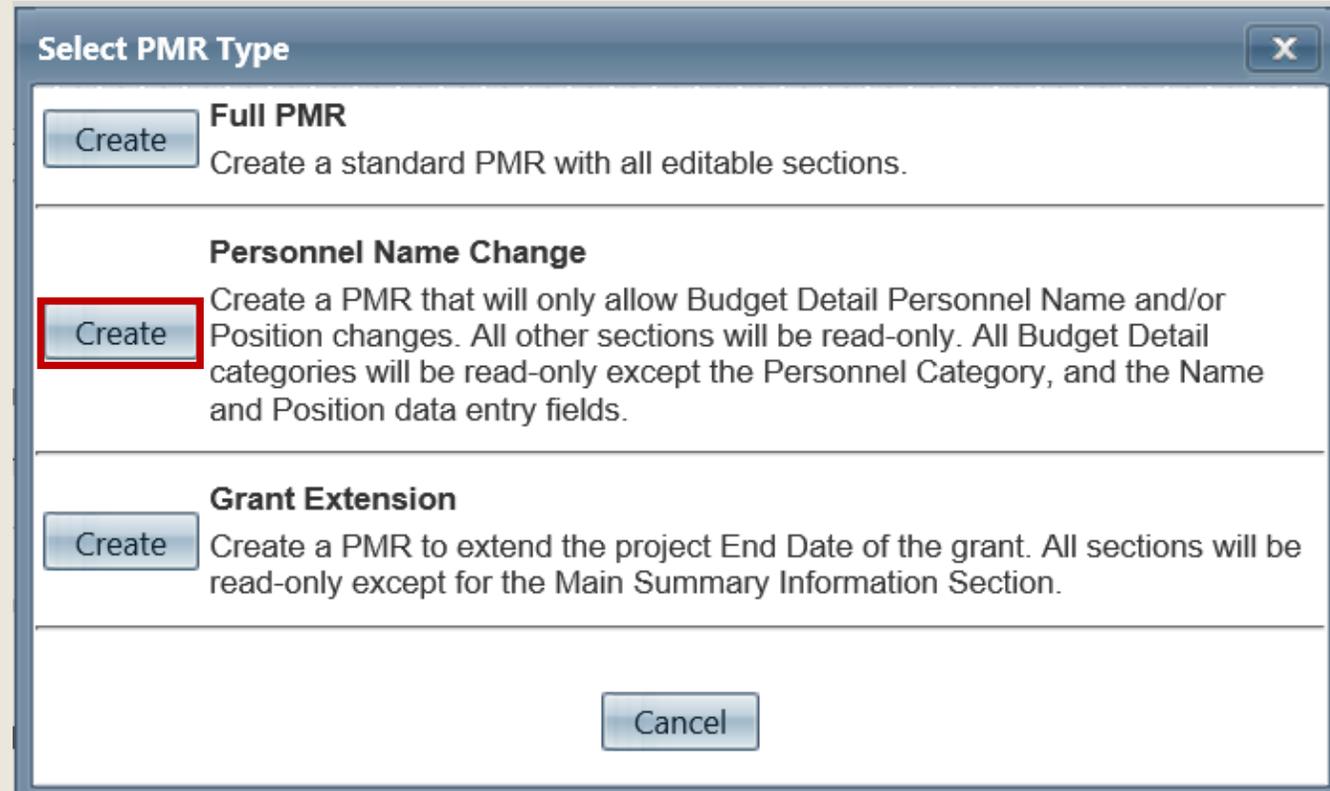
Grant Modification 1 Signature Page: [📄 \(download blank signature page\)](#)

Grantee Signed: [Browse...](#) 

PCCD Received:

4. Personnel Name Change PMR

This PMR is only for changes to Personnel Name(s) and/or Position(s). Only the Personnel section of the budget will be available and only the Name and Position fields will be available to edit. All other sections will be read only. To make changes to other budget sections you would use the Full PMR option. If this is the PMR you need, choose **Personnel Name Change** in the Select PMR Type box as shown below.



The screenshot shows a dialog box titled "Select PMR Type" with a close button (X) in the top right corner. It contains three options, each with a "Create" button and a description:

- Full PMR**: Create a standard PMR with all editable sections.
- Personnel Name Change**: Create a PMR that will only allow Budget Detail Personnel Name and/or Position changes. All other sections will be read-only. All Budget Detail categories will be read-only except the Personnel Category, and the Name and Position data entry fields. (This option's "Create" button is highlighted with a red box.)
- Grant Extension**: Create a PMR to extend the project End Date of the grant. All sections will be read-only except for the Main Summary Information Section.

A "Cancel" button is located at the bottom center of the dialog box.

The PMR confirmation page lists all requirements that need to be met to successfully submit a PMR. ***Review this page thoroughly before clicking the continue button.***

Create Project Modification Request (PMR) Confirmation

All Project Modification Requests must be submitted in Egrants, and the original, signed document must be attached to your project modification in Egrants prior to the termination of the project period. Project modification requests will not be accepted by Egrants after the end of the project period.

Please complete all sections (Summary, Budget, Justification and Performance Indicators) by entering the requested changes and switching the section status to Complete. If you have no changes to make to a particular section, just change the section status to Complete. Once all section statuses are marked Complete, click the Submit Modification button to transmit your project modification request to PCCD for consideration.

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An official of the applicant agency with the authority to sign contracts on behalf of the applicant agency (i.e. County Commissioners, President of the Board of Directors, etc.) must sign page two. An appropriate attesting officer (i.e. County Chief Clerk, Secretary of the Board of Directors, etc.) must also sign this page.

These instructions will also be available by clicking the Help button in the upper right corner of the modification summary screen.

Press **Continue** to create the PMR
Press **Cancel** to Abort

Continue

Cancel

The Processing, please wait will appear briefly:



Then the screen below will populate. Each section will need to be in Complete status before you can submit the PMR. Click on the Budget Detail.

MODIFICATION SUMMARY

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

Section Name	Status	Point Value	Last Update
Main Summary Information	In Process	0	1/14/2022 11:11:19 AM
Budget Detail	In Process	15	1/14/2022 11:11:19 AM
Performance Indicators	Complete	0	1/14/2022 11:11:19 AM

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

Click on your Agency name to open the budget.
Only the Personnel section will be available.

BUDGET DETAILS

Section Point Value: 15

Completion Status: In Process ▼

Created Date: 1/14/2022 11:11:19 AM

Last Update Date: 1/14/2022 11:11:19 AM

BY RECIPIENT AGENCY	Current Subgrant Budget	Requested Subgrant Budget	Net Change Dollar Amount
Your Agency (Agency Budget)	449,945.00	449,945.00	0.00
Total: Σ	449,945.00	449,945.00	0.00

Budget Category	Current Subgrant Budget	Requested Subgrant Budget	Net Change Dollar Amount
Personnel	101,598.00	101,598.00	0.00
Employee Benefits	79,883.00	79,883.00	0.00
Travel (Including Training)	16,502.00	16,502.00	0.00
Equipment	0.00	0.00	0.00
Supplies & Operating Expenses	8,205.00	8,205.00	0.00
Consultants	225,000.00	225,000.00	0.00
Construction	0.00	0.00	0.00
Other	18,757.00	18,757.00	0.00
Total: Σ	449,945.00	449,945.00	0.00

Total Approved Budget by Fund Source			
Source	Current Budget	New Budget	Net Change Dollar Amount
Federal	0.00	0.00	0.00
State	449,945.00	449,945.00	0.00
Project Income	0.00	0.00	0.00
Interest	0.00	0.00	0.00
State Match	0.00	0.00	0.00
Cash Match (New Approp.)	0.00	0.00	0.00
In-Kind Match	0.00	0.00	0.00
Project Income Match	0.00	0.00	0.00
Total: Σ	449,945.00	449,945.00	0.00

Budget Setup

Save

Save And Continue Editing

Return to Modification Summary

Click on the Personnel section

NEW BUDGET SUMMARY

BY CATEGORY	YEAR1	YEAR2	TOTAL
Personnel	50,053.00	51,545.00	101,598.00

Choose the line item for the Employee / Position you would like to change.

Position	Name	Year 1 Cost		Year 2 Cost		Total
		Current	New	Current	New	
Project Manager	TBH	50,053.00	50,053.00	51,545.00	51,545.00	101,598.00
Total:		50,053.00	50,053.00	51,545.00	51,545.00	101,598.00

The only items that you will be able to edit are New Position and New Name

PERSONNEL BUDGET LINE ITEMS

Created Date: 11/3/2019 9:55:39 PM

Last update by: Mrs. Jennifer Anderson

Last Update Date: 1/14/2022 12:23:50 PM

Current Position: Project Manager

New Position: * Project Manager x

Current Name: TBH

New Name: * TBH

Current Year 1

# Budgeted Hours / Week *	# Weeks *	Hourly Pay Rate *	Cost
35	x 41	x 34.88	50,053.00

What are the standard working hours per week for this position? 35.000 hrs.

% Budgeted Hours: 100

Current Year 2

# Budgeted Hours / Week *	# Weeks *	Hourly Pay Rate *	Cost
35	x 41	x 35.92	51,545.00

What are the standard working hours per week for this position? 35.000 hrs.

% Budgeted Hours: 100

Make the changes and click the SAVE button at the bottom.

PERSONNEL BUDGET LINE ITEMS

Created Date: 11/3/2019 9:55:39 PM

Last Update Date: 1/14/2022 12:26:52 PM

Current Position: Project Manager

New Position: * Project Supervisor

Current Name: TBH

New Name: * John Smith

Current Year 1				
# Budgeted Hours / Week *	# Weeks *	Hourly Pay Rate *		Cost
35	x 41	x 34.88		50,053.00
What are the standard working hours per week for this position? 35.000 hrs.			% Budgeted Hours:	100

Current Year 2				
# Budgeted Hours / Week *	# Weeks *	Hourly Pay Rate *		Cost
35	x 41	x 35.92		51,545.00
What are the standard working hours per week for this position? 35.000 hrs.			% Budgeted Hours:	100

Total Line Item Cost (All Years): 101,598.00

Save Return to Personnel Summary

Click **Save** to bring up the Budget Details Screen.

In Budget Details, mark the **Completion Status** as Complete and **Save**. This will bring you to the Main Summary Page

Position	Name	Year 1 Cost		Year 2 Cost		Total
		Current	New	Current	New	
Project Supervisor	John Smith	50,053.00	50,053.00	51,545.00	51,545.00	101,598.00
Total:		50,053.00	50,053.00	51,545.00	51,545.00	101,598.00

Return to Agency Budget Summary

BUDGET DETAILS Remaining time: 13:32

Section Point Value: 15
 Completion Status:
Created Date: 1/14/2022 12:23:50 PM
Last Update Date: 1/14/2022 12:23:50 PM

BY RECIPIENT AGENCY		Current Subgrant Budget	Requested Subgrant Budget	Net Change Dollar Amount
Your Agency	(Agency Budget)	449,945.00	449,945.00	0.00
Total: Σ		449,945.00	449,945.00	0.00

Budget Category	Current Subgrant Budget	Requested Subgrant Budget	Net Change Dollar Amount
Personnel	101,598.00	101,598.00	0.00
Employee Benefits	79,883.00	79,883.00	0.00
Travel (Including Training)	16,502.00	16,502.00	0.00
Equipment	0.00	0.00	0.00
Supplies & Operating Expenses	8,205.00	8,205.00	0.00
Consultants	225,000.00	225,000.00	0.00
Construction	0.00	0.00	0.00
Other	18,757.00	18,757.00	0.00
Total: Σ	449,945.00	449,945.00	0.00

Total Approved Budget by Fund Source			
Source	Current Budget	New Budget	Net Change Dollar Amount
Federal	0.00	0.00	0.00
State	449,945.00	449,945.00	0.00
Project Income	0.00	0.00	0.00
Interest	0.00	0.00	0.00
State Match	0.00	0.00	0.00
Cash Match (New Approp.)	0.00	0.00	0.00
In-Kind Match	0.00	0.00	0.00
Project Income Match	0.00	0.00	0.00
Total: Σ	449,945.00	449,945.00	0.00

The **Modification Summary** should now show the Budget Detail section as Status Complete.

Click on the **Main Summary Information** section.

MODIFICATION SUMMARY

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

Section Name	Status	Point Value	Last Update
Main Summary Information	In Process	0	1/14/2022 12:23:50 PM
Budget Detail	Complete	15	1/14/2022 12:30:48 PM
Performance Indicators	Complete	0	1/14/2022 12:23:50 PM

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

Complete the following in Modification Details:

- 1) Enter your name in the **Submitted by** box using the drop-down menu.
- 2) In the **Justification of Requested Modification** section, enter justification for the changes you are requesting.
- 4) Mark the **Completion Status** at the top as Complete and click on **Save** at the bottom.

MODIFICATION DETAILS

Section Point Value:

Completion Status: Complete

Created by: John Smith
Last Updated by: John Smith

Created Date: 1/14/2022 12:23:50 PM
Last Update Date: 1/14/2022 12:23:50 PM

SubGrant ID: 2019-SS-01

Applicant Agency: [Your Agency](#)
FID:

Recipient Agency:

Project Director: John Smith [Details](#) Project Director not listed in dropdown? [?](#)

Financial Officer: Sandra Johnson [Details](#) Financial Officer not listed in dropdown? [?](#)

Primary Contact: John Smith [Details](#) Primary Contact not listed in dropdown? [?](#)

[Additional Contacts \(0-Grantee\)](#)

Project Program Area: School Safety and Security Committee

Program Staff Contact: [Mr. Shaun White](#)

Fiscal Contact: [Ms. Cynthia Kuchar](#)

Listing of Signatories

Name	Title

Phase: Initial

Submitted By: * John Smith [!](#) Submitted Date: *

Application Award Date: 2/26/2020 Modification Award Amount: 449,945.00

Project Start Date: * 3/1/2020 Project End Date: * 2/28/2022

Commission Meeting:

Resubmitted Date: Returned Date:

Justification of Requested Modification: *

Personnel name and position title change

Save

All sections should now be marked as **Complete**.
A signature page is not required for a Personnel Name Change PMR
Click **Submit Modification**.

MODIFICATION SUMMARY

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

Section Name	Status	Point Value	Last Update
Main Summary Information	Complete	0	1/14/2022 12:39:42 PM
Budget Detail	Complete	15	1/14/2022 12:36:06 PM
Performance Indicators	Complete	0	1/14/2022 12:36:06 PM

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

Signature Documents

Grant Modification 1 Signature Page:  (download blank signature page)

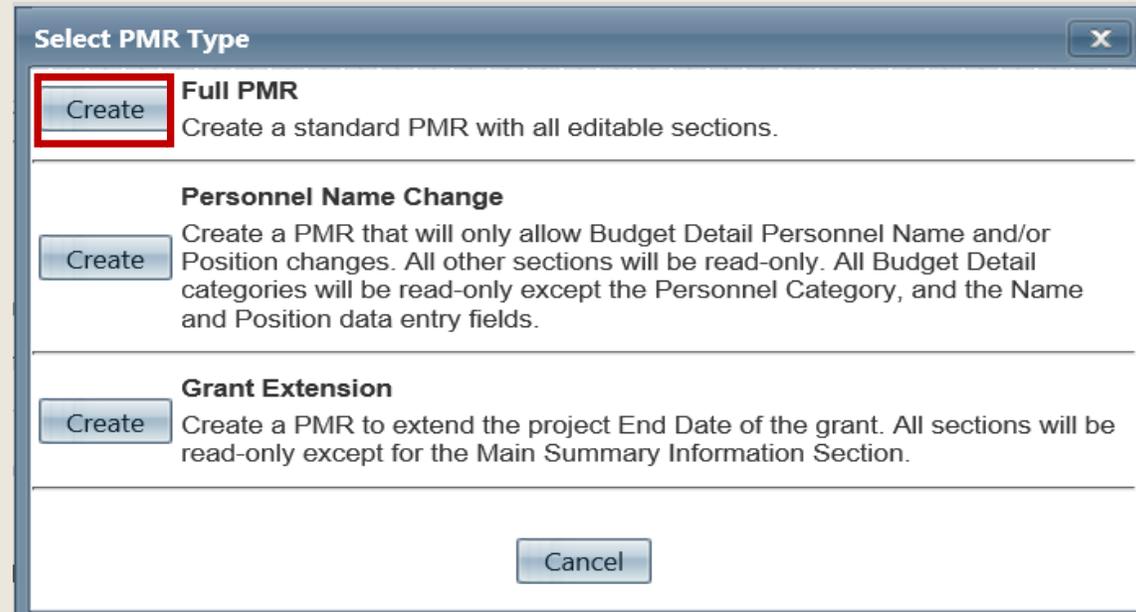
Grantee Signed: [Browse...](#) 

PCCD Received:

5. Full PMR

The **Full PMR** option provides access to all sections of the PMR. You will use this option for changes to any or all sections of the budget. You can also extend the end date of the grant with this option. If an extension is all you need, and you have no budget changes, you should choose the Grant Extension option instead.

If this is the PMR you need, choose **Full PMR** in the Select PMR Type box as shown below



Select PMR Type

Create **Full PMR**
Create a standard PMR with all editable sections.

Create **Personnel Name Change**
Create a PMR that will only allow Budget Detail Personnel Name and/or Position changes. All other sections will be read-only. All Budget Detail categories will be read-only except the Personnel Category, and the Name and Position data entry fields.

Create **Grant Extension**
Create a PMR to extend the project End Date of the grant. All sections will be read-only except for the Main Summary Information Section.

Cancel

The PMR confirmation page lists all requirements that need to be met to successfully submit a PMR. ***Review this page thoroughly before clicking the continue button.***

Create Project Modification Request (PMR) Confirmation

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Please complete all sections (Summary, Budget, Justification and Performance Indicators) by entering the requested changes and switching the section status to Complete. If you have no changes to make to a particular section, just change the section status to Complete. Once all section statuses are marked Complete, click the Submit Modification button to transmit your project modification request to PCCD for consideration.

Your modification is not considered officially submitted until you click the submit button and the status changes to Open-Received and your signed modification request is received by PCCD.

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Signatures are required on page two of the request in the following situations:

1. A requested modification to the project period
2. A requested modification to the total award amount
3. A requested change of the project's scope or objective

If page two is required, please attach it to your project modification request in Egrants.

A guide is available to assist you in completing your project modification request and is available on our website at <https://www.pccd.pa.gov/schoolsafety/Documents/Technical%20Assistance/PMR%20Walkthrough.pdf>.

An official of the applicant agency with the authority to sign contracts on behalf of the applicant agency (i.e. County Commissioners, President of the Board of Directors, etc.) must sign page two. An appropriate attesting officer (i.e. County Chief Clerk, Secretary of the Board of Directors, etc.) must also sign this page.

These instructions will also be available by clicking the Help button in the upper right corner of the modification summary screen.

Press **Continue** to create the PMR
Press **Cancel** to Abort

Continue

Cancel

“Processing, please wait” will appear briefly:



Then the screen below will populate. Each section will need to be in Complete status before you can submit the PMR. If a signature page is needed for your PMR, you can upload Signature Page 2 in the Signature Documents section at the bottom. See Section #6 to determine if you need a Signature Page and for instructions to upload a Signature Page. Click on the Budget Detail to begin making changes to the budget.

MODIFICATION SUMMARY

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

Section Name	Status	Point Value	Last Update
Main Summary Information	In Process	0	1/14/2022 11:11:19 AM
Budget Detail	In Process	15	1/14/2022 11:11:19 AM
Performance Indicators	Complete	0	1/14/2022 11:11:19 AM

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

Signature Documents

Grant Modification 1 Signature Page:  (download blank signature page)

Grantee Signed: [Browse...](#) 

PCCD Received:

Click on your Agency name to open the budget.

BUDGET DETAILS

Section Point Value: 15

Completion Status: In Process ▼

Created Date: 1/14/2022 11:11:19 AM

Last Update Date: 1/14/2022 11:11:19 AM

BY RECIPIENT AGENCY	Current Subgrant Budget	Requested Subgrant Budget	Net Change Dollar Amount
Your Agency (Agency Budget)	449,945.00	449,945.00	0.00
Total: Σ	449,945.00	449,945.00	0.00

Budget Category	Current Subgrant Budget	Requested Subgrant Budget	Net Change Dollar Amount
Personnel	101,598.00	101,598.00	0.00
Employee Benefits	79,883.00	79,883.00	0.00
Travel (Including Training)	16,502.00	16,502.00	0.00
Equipment	0.00	0.00	0.00
Supplies & Operating Expenses	8,205.00	8,205.00	0.00
Consultants	225,000.00	225,000.00	0.00
Construction	0.00	0.00	0.00
Other	18,757.00	18,757.00	0.00
Total: Σ	449,945.00	449,945.00	0.00

Total Approved Budget by Fund Source			
Source	Current Budget	New Budget	Net Change Dollar Amount
Federal	0.00	0.00	0.00
State	449,945.00	449,945.00	0.00
Project Income	0.00	0.00	0.00
Interest	0.00	0.00	0.00
State Match	0.00	0.00	0.00
Cash Match (New Approp.)	0.00	0.00	0.00
In-Kind Match	0.00	0.00	0.00
Project Income Match	0.00	0.00	0.00
Total: Σ	449,945.00	449,945.00	0.00

Budget Setup

Save

Save And Continue Editing

Return to Modification Summary

You can make changes to any/all budget sections. The example below will show changes to the Personnel section first. Click on Personnel to make changes to that section.

NEW BUDGET SUMMARY

BY CATEGORY	YEAR1	YEAR2	TOTAL
Personnel	50,053.00	51,545.00	101,598.00
Employee Benefits	39,177.00	40,706.00	79,883.00
Travel (Including Training)	8,251.00	8,251.00	16,502.00
Equipment	0.00	0.00	0.00
Supplies & Operating Expenses	4,082.00	4,123.00	8,205.00
Consultants	112,000.00	113,000.00	225,000.00
Construction	0.00	0.00	0.00
Other	9,290.00	9,467.00	18,757.00
Total:	222,853.00	227,092.00	449,945.00

[Return to Budget Summary](#)

All of your Personnel line items will be listed. Choose the line item that you would like to make changes to. In the example below, there is only 1 line item. Click on the line item to open the details for editing.

[Add New Line](#)

Position	Name	Year 1 Cost		Year 2 Cost		Total
		Current	New	Current	New	
Project Manager	TBH	50,053.00	50,053.00	51,545.00	51,545.00	101,598.00
Total:		50,053.00	50,053.00	51,545.00	51,545.00	101,598.00

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

To make changes to the Position and /or Name, type the change in the spaces provided for New Position and /or New Name.
 To make changes to hours, weeks, rate - choose the blue pencil (edit new budget) next to the budget year to be edited.

PERSONNEL BUDGET LINE ITEMS

Created Date: 11/3/2019 9:55:39 PM

Last Update Date: 1/14/2022 11:11:19 AM

Current Position: Project Manager

New Position: *

Current Name: TBH

New Name: *

32019

Current Year 1 	# Budgeted Hours / Week *	# Weeks *	Hourly Pay Rate *	Cost
	35	x 41	x 34.88	50,053.00
What are the standard working hours per week for this position? 35.000 hrs.			% Budgeted Hours: <input type="text" value="100"/>	

Current Year 2 	# Budgeted Hours / Week *	# Weeks *	Hourly Pay Rate *	Cost
	35	x 41	x 35.92	51,545.00
What are the standard working hours per week for this position? 35.000 hrs.			% Budgeted Hours: <input type="text" value="100"/>	

The example shows the Year 1 budget has fields that can be edited. Enter the changes you would like to make to any of the editable fields.

Year 1 and Year 2 are edited separately. If you are adjusting funds in Year 2, click on the **Pencil Icon** located next to Current Year 2.

In the example, employee hours were reduced in Year 1. This changed the % budgeted hours from 100% to 71.429%. When all changes are completed, click **Save**.

Please note: Egrants does not allow for the deletion of a line item. In place of deletion, enter 0 (zero) in the editable fields.

32019

Current Year 1 				
# Budgeted Hours / Week *	# Weeks *	Hourly Pay Rate *		Cost
35	x 41	x 34.88		50,053.00
What are the standard working hours per week for this position? 35.000 hrs.			% Budgeted Hours:	100
New Year 1				
# Budgeted Hours / Week *	# Weeks *	Hourly Pay Rate *		Cost
<input type="text" value="25"/>	x <input type="text" value="41"/>	x <input type="text" value="40.00"/>		35,752.00
What are the standard working hours per week for this position? * <input type="text" value="35.000"/> hrs.			% Budgeted Hours:	<input type="text" value="71.429"/>
Current Year 2 				
# Budgeted Hours / Week *	# Weeks *	Hourly Pay Rate *		Cost
35	x 41	x 35.92		51,545.00
What are the standard working hours per week for this position? 35.000 hrs.			% Budgeted Hours:	100

Total Line Item Cost (All Years):

When changes are made to employee wages, please review changes needed for employee benefits. In the example, the employee had reduced hours, therefore the benefits also need to be reduced. The benefits were originally budgeted at 100% and now reflect the new percentage that the employee is covered by the grant. Click **Save** when edits are completed.

Current Year 1 

% Budgeted Hours: 100.000

Benefit	Other Benefit Name	Total Benefit Cost	Cost of Benefit Paid By Grant	% Budgeted Cost
FICA	N/A	3,829.00	3,829.00	100.00
Medical	N/A	17,940.00	17,940.00	100.00
Retirement	N/A	17,408.00	17,408.00	100.00
<i>Totals:</i>		39,177.00	39,177.00	

New Year 1

Worker's Compensation Add selected Benefit Type % Budgeted Hours: 71.429

Delete	Benefit	Other Benefit Name	Total Benefit Cost*	Cost of Benefit Paid By Grant*	% Budgeted Cost
	FICA	N/A	<input type="text" value="4391.00"/>	<input type="text" value="3,137.00"/>	71.44
	Medical	N/A	<input type="text" value="15000.00"/>	<input type="text" value="10,700.00"/>	71.33
	Retirement	N/A	<input type="text" value="15000.00"/>	<input type="text" value="10,700.00"/>	71.33
<i>Totals:</i>		34,391.00	24,537.00		

Current Year 2 

% Budgeted Hours: 100.000

Benefit	Other Benefit Name	Total Benefit Cost	Cost of Benefit Paid By Grant	% Budgeted Cost
FICA	N/A	3,942.00	3,942.00	100.00
Medical	N/A	18,837.00	18,837.00	100.00
Retirement	N/A	17,927.00	17,927.00	100.00
<i>Totals:</i>		40,706.00	40,706.00	

Total Line Item Cost (All Years): 65,243.00

On the **New Budget Summary** page, click on the title of the budget **Category** where funds are being modified.
 In the example below, the **Supplies and Operating Expenses** category is being modified.

NEW BUDGET SUMMARY

BY CATEGORY	YEAR1	YEAR2	TOTAL
Personnel	41,000.00	51,545.00	92,545.00
Employee Benefits	24,537.00	40,706.00	65,243.00
Travel (Including Training)	8,251.00	8,251.00	16,502.00
Equipment	0.00	0.00	0.00
Supplies & Operating Expenses	4,082.00	4,123.00	8,205.00
Consultants	112,000.00	113,000.00	225,000.00
Construction	0.00	0.00	0.00
Other	9,290.00	9,467.00	18,757.00
Total:	199,160.00	227,092.00	426,252.00

[Return to Budget Summary](#)

Supply Item	Year 1 Cost		Year 2 Cost		Total
	Current	New	Current	New	
Computer	1,080.00	1,080.00	0.00	0.00	1,080.00
Facility Rental	1,750.00	1,750.00	1,750.00	1,750.00	3,500.00
iPad or Other Tablet	1,207.00	1,207.00	0.00	0.00	1,207.00
Public Relations/Advertisements	0.00	0.00	2,328.00	2,328.00	2,328.00
Zoom Room Subscription	45.00	45.00	45.00	45.00	90.00
Total:	4,082.00	4,082.00	4,123.00	4,123.00	8,205.00

[Save](#)

[Return to Agency Budget Summary](#)

Use the Pencil to edit line items. In the example below, the unit cost was changed. Click **Save** to save your changes. Please note: To delete a line item, enter 0 (zero) in unit cost, quantity and % applied to grant.

32019

Current Year 1 	Edit New Budget			
Unit Cost per item *	Quantity *	% Applied to Grant *	Cost	
350.00	x 5	x 100.00	1,750.00	
Current Year 2 	Unit Cost per item *	Quantity *	% Applied to Grant *	Cost
	350.00	x 5	x 100.00	1,750.00

32019

Current Year 1 	Unit Cost per item *	Quantity *	% Applied to Grant *	Cost
	350.00	x 5	x 100.00	1,750.00
New Year 1	Unit Cost per item *	Quantity *	% Applied to Grant *	Cost
	<input type="text" value="400.00"/>	x <input type="text" value="5"/>	x <input type="text" value="100.00"/>	1,750.00
Current Year 2 	Unit Cost per item *	Quantity *	% Applied to Grant *	Cost
	350.00	x 5	x 100.00	1,750.00

Total Line Item Cost (All Years): 3,500.00

To add new line item(s), click on **Add New Line**

Fill in the Unit Cost, Quantity and % Applied to Grant to add the new item(s) and then **Save**

Add New Line

Supply Item	Year 1 Cost		Year 2 Cost	
	Current	New	Current	New
Computer	1,080.00	1,080.00	0.00	0.00
Facility Rental	1,750.00	1,750.00	1,750.00	1,750.00
iPad or Other Tablet	1,207.00	1,207.00	0.00	0.00
Public Relations/Advertisements	0.00	0.00	2,328.00	2,328.00
Zoom Room Subscription	45.00	45.00	45.00	45.00
Total:	4,082.00	4,082.00	4,123.00	4,123.00

SUPPLIES & OPERATING EXPENSES BUDGET LINE ITEMS

Created By:

Created Date:

Last Update By:

Last Update Date:

Current Supply Item:

New Supply Item: *

32019

Current Year 1 ↻

Unit Cost per item *

Quantity *

% Applied to Grant *

Cost

--

x --

x --

--

New Year 1

Unit Cost per item *

Quantity *

% Applied to Grant *

Cost

x

x

0.00

The example below shows how to add a New Consultant.
 Click on the **Consultant** budget category
 Then click on **Add New Consultant**

NEW BUDGET SUMMARY

BY CATEGORY	YEAR1	YEAR2	TOTAL
Personnel	41,000.00	51,545.00	92,545.00
Employee Benefits	24,537.00	40,706.00	65,243.00
Travel (Including Training)	8,251.00	8,251.00	16,502.00
Equipment	0.00	0.00	0.00
Supplies & Operating Expenses	4,082.00	4,123.00	8,205.00
Consultants	112,000.00	113,000.00	225,000.00
Construction	0.00	0.00	0.00
Other	9,290.00	9,467.00	18,757.00
Total:	199,160.00	227,092.00	426,252.00

[Return to Budget Summary](#)

[Add New Consultant](#)

Name / Position	Service Provided	Year 1 Cost		Year 2 Cost		Total
		Current	New	Current	New	
National Dropout Prevention Center	Research-based, trauma skilled training and certification	112,000.00	112,000.00	113,000.00	113,000.00	225,000.00
Total:		112,000.00	112,000.00	113,000.00	113,000.00	225,000.00

Fill in the **New Name** and **New Service Provided** for the new Consultant and the **Cost** and **Duration** Then **Save** when finished.

CONSULTANTS - CONSULTANT BUDGET LINE ITEMS

Created By:

Created Date:

Last Update By:

Last Update Date:

Current Name / Position:

New Name / Position: * John Smith

Current Service Provided:

New Service Provided: * IT Services

32019

Current Year 1	Cost per *	Duration *	Cost

New Year 1	80.01 <input checked="" type="radio"/> Hour <input type="radio"/> Day <input type="radio"/> Flat Fee	x 293 Hour(s)	23,443.00

Current Year 2	---	x --	--

New Year 2	0 <input checked="" type="radio"/> Hour <input type="radio"/> Day <input type="radio"/> Flat Fee	x 0 Hour(s)	0.00

Total Line Item Cost (All Years): 23,443.00

Save Save And Add Another Delete Return to Consultants Summary

When all modifications have been entered, go back to the Budget Details page and change the **Completion Status** from **In Process** to **Complete** then click the **Save** button.

If you get an error, you may need to update the budget totals for each year (see next page).

Section Point Value: 15

Completion Status:

Created Date: 1/14/2022 11:11:19 AM
Last Update Date: 1/14/2022 12:03:01 PM

BY RECIPIENT AGENCY		Current Subgrant Budget	Requested Subgrant Budget	Net Change Dollar Amount
Your Agency	(Agency Budget)	449,945.00	449,945.00	0.00
Total: Σ		449,945.00	449,945.00	0.00

Budget Category	Current Subgrant Budget	Requested Subgrant Budget	Net Change Dollar Amount
Personnel	101,598.00	92,545.00	(9,053.00)
Employee Benefits	79,883.00	65,243.00	(14,640.00)
Travel (Including Training)	16,502.00	16,502.00	0.00
Equipment	0.00	0.00	0.00
Supplies & Operating Expenses	8,205.00	8,455.00	250.00
Consultants	225,000.00	248,443.00	23,443.00
Construction	0.00	0.00	0.00
Other	18,757.00	18,757.00	0.00
Total: Σ	449,945.00	449,945.00	0.00

Total Approved Budget by Fund Source			
Source	Current Budget	New Budget	Net Change Dollar Amount
Federal	0.00	0.00	0.00
State	449,945.00	449,945.00	0.00
Project Income	0.00	0.00	0.00
Interest	0.00	0.00	0.00
State Match	0.00	0.00	0.00
Cash Match (New Approp.)	0.00	0.00	0.00
In-Kind Match	0.00	0.00	0.00
Project Income Match	0.00	0.00	0.00
Total: Σ	449,945.00	449,945.00	0.00

Budget Setup

Save

Save And Continue Editing

Return to Modification Summary

If the modification includes changes to the year that funds are expended, be sure to click on the **State** button (or **Federal** if applicable) under the Source column and update the budget totals for each year of the grant. These totals must match the Budget Summary Totals as shown below. **Save** when completed.

NEW BUDGET SUMMARY

BY CATEGORY	YEAR1	YEAR2	TOTAL
Personnel	41,000.00	51,545.00	92,545.00
Employee Benefits	24,537.00	40,706.00	65,243.00
Travel (Including Training)	8,251.00	8,251.00	16,502.00
Equipment	0.00	0.00	0.00
Supplies & Operating Expenses	4,332.00	4,123.00	8,455.00
Consultants	135,443.00	113,000.00	248,443.00
Construction	0.00	0.00	0.00
Other	9,290.00	9,467.00	18,757.00
Total:	222,853.00	227,092.00	449,945.00

[Return to Budget Summary](#)

Total Approved Budget by Fund Source

Source	Year 1 Cost		Year 2 Cost	
	Current	New	Current	New
Federal	0.00	0.00	0.00	0.00
State	222,853.00	222,853.00	227,092.00	227,092.00
Project Income	0.00	0.00	0.00	0.00
Interest	0.00	0.00	0.00	0.00
State Match	0.00	0.00	0.00	0.00
Cash Match (New Approp.)	0.00	0.00	0.00	0.00
In-Kind Match	0.00	0.00	0.00	0.00
Project Income Match	0.00	0.00	0.00	0.00
Total: Σ	222,853.00	222,853.00	227,092.00	227,092.00

[Save](#)

[Return to Budget Summary](#)

The Modification Summary should now show the Budget Detail section as Status Complete.

Click on the **Main Summary Information** section.

MODIFICATION SUMMARY

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

Section Name	Status	Point Value	Last Update
Main Summary Information	In Process	0	1/14/2022 12:23:50 PM
Budget Detail	Complete	15	1/14/2022 12:30:48 PM
Performance Indicators	Complete	0	1/14/2022 12:23:50 PM

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

Complete the fields outlined below and then click **Save**.

Completion Status field must be "Complete"

Submitted By field must list the person submitting the PMR

Project End Date enter the grant end date for the extension

Justification of Requested Modification field must clearly state what modifications are being made to the project and include a detailed description of why the changes are necessary

MODIFICATION DETAILS

Section Point Value: 0

Completion Status: **Complete** ▼

Created Date: 1/14/2022 12:36:06 PM
Last Update Date: 1/14/2022 12:36:06 PM

SubGrant ID: 2019-SS-01

Created by: John Smith
Last Updated by: John Smith

Applicant Agency: 

FID #: **Your Agency**

Recipient Agency: 

Project Director: John Smith ▼ [Details](#) Project Director not listed in dropdown? 

Financial Officer: Sandra Johnson ▼ [Details](#) Financial Officer not listed in dropdown? 

Primary Contact: John Smith ▼ [Details](#) Primary Contact not listed in dropdown? 

[Additional Contacts \(0-Grantee\)](#)

Project Program Area: School Safety and Security Committee

Program Staff Contact: [Mr. Shaun White](#)

Fiscal Contact: [Ms. Cynthia Kuchar](#)

Listing of Signatories

Name	Title
------	-------

Phase: Initial

Submitted By: * John Smith ▼

Submitted Date: *

Application Award Date: 2/26/2020

Modification Award Amount: 449,945.00

Project Start Date: * 3/1/2020

Project End Date: * 6/30/2022

Commission Meeting:

Resubmitted Date:

Returned Date:

Justification of Requested Modification: *

All sections should now be marked as **Complete**.

Please go to Section 6, Page 43 for instructions to upload a Signature Page (if needed)

Click **Submit Modification** when ready to submit.

MODIFICATION SUMMARY

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

Section Name	Status	Point Value	Last Update
Main Summary Information	Complete	0	1/14/2022 12:39:42 PM
Budget Detail	Complete	15	1/14/2022 12:36:06 PM
Performance Indicators	Complete	0	1/14/2022 12:36:06 PM

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

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

Signature Documents

Grant Modification 1 Signature Page:  (download blank signature page)

Grantee Signed: [Browse...](#) 

PCCD Received:

6. DO YOU NEED TO COMPLETE AND SUBMIT A SIGNATURE PAGE?

If you are making simple modifications to your budget, no signature page is required.

Page 2 (only) of the three-page signature document is necessary, if you are:

- a) changing the project start or end date,
- b) changing the total budget amount, or
- c) creating a major change to the original scope of the project.

Once all sections are complete, the **Signature Documents** section will appear at the bottom of the page. If you are required to submit a Signature Page as outlined in the previous slide, download the blank signature page by clicking on Preview Signature Page or this icon  in the Signature Documents section. Obtain the required signatures for Signature Page 2 as indicated on the next slide.

MODIFICATION SUMMARY

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

Section Name	Status	Point Value	Last Update
Budget Detail	Complete	0	4/7/2021 10:21:08 AM
Main Summary Information	Complete	0	4/7/2021 10:22:33 AM
Performance Indicators	Complete	0	4/7/2021 10:22:44 AM

Signature Documents

Contract Signature Page:  (download blank signature page)

Grantee Signed: 

PCCD Received:

PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY
SIGNATURE PAGE TO SUBGRANT AMENDMENT

SUBGRANTEE Sample Agency
SUBGRANT# 2020-CE-01-34507
AMENDMENT# 1

13. This AMENDMENT to the existing Subgrant Agreement which was entered into by the Pennsylvania Commission on Crime and Delinquency and the above-referenced Subgrantee will serve to revise and be a supplement to said Subgrant Agreement.

WHEREAS, the Subgrantee has submitted the attached Project Modification Request which explains and justifies the requested amendments.

NOW THEREFORE, in consideration of the promises herein contained in the Project Modification Request and with the intent to be legally bound, the parties agree to the amendments.

All other terms and conditions of the original Subgrant Agreement and prior amendments will remain in full force and effect throughout the duration of the Subgrant Agreement.

DATE
SIGNATURE OF ATTESTING OFFICER
TITLE OF ATTESTING OFFICER

Sample Agency
NAME OF SUBGRANTEE

By: _____

Title: _____

By: _____

Title: _____

By: _____

Title: _____

(SEAL)

APPROVED AS TO FORM AND LEGALITY:

NOTE: The original copy must be signed in ink.
Titles of all signatories must be inserted.

SOLICITOR

APPROVED: _____

CONTROLLER

FOR PCCD USE ONLY

We certify that this application is approved and that a grant award has been received to pay the herein stated _____ funds.

_____ PCCD Executive Director or designee	_____ DATE
_____ COMPTROLLER OPERATIONS	_____ DATE
Approved as to form and legality:	
_____ COUNSEL TO PCCD	_____ DATE
_____ 35-FA-1.2 OFFICE OF GENERAL COUNSEL	_____ DATE
_____ 35-FA-1.2 DEPUTY ATTORNEY GENERAL	_____ DATE

Signature Page Guide

Applicants are required to provide two signatures, one in each field as highlighted in the example on the left side of this page.

Please note: The exception to the above is County applicants - two County Commissioners or County Executive signatures are required on the top right.

■ Signature Requirements (top right side of Signature Page)

- 1) County – At least two County Commissioners or County Executive
- 2) 1st Class City (Philadelphia) – Mayor or Managing Director
- 3) 2nd Class/Class A City – Mayor
- 4) 3rd Class City – Mayor or Manager
- 5) Borough – President of Borough Council
- 6) 1st Class Township – President of Board of Commissioners
- 7) 2nd Class Township – Chairperson of Board of Supervisors
- 8) Home Rule Municipality – As provided by Home Rule Charter or other state law
- 9) State Agency – As provided by state agency’s regulations and internal procedures
- 10) Private Organization – Chairperson/President or Vice-Chairperson/Vice-President of the Board of Directors or as otherwise provided by organization’s by-laws
- 11) School Districts – Chief School Administrator (Superintendent or Board Chairperson)

■ Attesting Officer’s Signature (top left side of the Signature Page)

- 1) Chief Clerk of the governmental applicant or other proper official.
- 2) For a private organization, the attesting officer is the Board Secretary or Treasurer or another proper official of the applicant.
- 3) For a School District, the attesting officer can be any school official such as a Board member or Business Manager.

Applicants are not required to provide signatures for Solicitor or Controller.

Typed signatures using a script font are not acceptable. Please scan the document which has original signatures. A formal e-signature software that timestamps the e-signature is also acceptable

Once all signatures are obtained, you are ready to upload the Signature Page:

- 1) Click **Browse** to find your saved signature page.
- 2) Once your signature page file is chosen, click on the green arrow  to upload it.
- 3) This will upload the signature page to the grant, and PCCD will be able to view it.

Signature Documents

Contract Signature Page:  (download blank signature page)

Grantee Signed: **Browse...** 

PCCD Received:

Signature Documents

Contract Signature Page:  (download blank signature page)

Grantee Signed: C:\Users\ckuchar\Desktop\ **Browse...** 

PCCD Received:

Once the Signature Page is successfully uploaded:

- 1) You will be able to view the uploaded file by clicking on the document icon . You can also remove it, if you need to, by clicking on the .
- 2) If the signature page is not accepted for any reason, PCCD staff will remove it and notify you. The second screenshot below shows the signature page was removed.

Signature Documents

Contract Signature Page:  (download blank signature page)

Grantee Signed: 34507_Signature Page Sample.pdf  

PCCD Received: 03/30/2021

Signature Documents

Contract Signature Page:  (download blank signature page)

Grantee Signed: Browse... 

PCCD Received:

ADDITIONAL INFORMATION

- If you would like to revisit any step of this walkthrough, use the linked table of contents provided to the right.
- If you have any questions specific to your PMR, please email RA-CD-SSSC@pa.gov.
- For additional walkthroughs and guides, please visit the [Grant Guides](#) webpage.
- [General School Safety and Security FAQ](#)

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 2. [Selecting PMR Type](#)
 3. [Create Grant Extension PMR](#)
 4. [Create Personnel Name Change PMR](#)
 5. [Create Full PMR](#)
 6. [Do I Need a Signature Page?](#)
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