



Partner Portal Application Updates

User Guide

eGrants

Document History

The table below serves as a document history log to track the version number, date, and description of each change/revision applied to this document.

Version	Date	Version / Revision Description
1.0	9/14/2022	Final version delivered
1.1	3/16/2023	Updated based on the changes
2.0	May 2023	Updated version published
3.0	12/15/2023	Replaced old Route Sheet screen shot

Table 1. Document History

Table of Contents

Introduction.....	3
Access Request from Grantee	5
Review the Submitted Applications	7

Introduction

The Partner Portal is an external-facing module used by the program office for collecting and/or sharing information with an applicant or grantee after an application has been submitted. Features include application review, document upload, invoice submission, etc. The partner portal access is assigned individually to a user for single or multiple applications.

The Partner Portal Link

<https://apps.grants.pa.gov/esa-partner>

If the program area has determined application modifications are needed and has 'sent' the application back to the applicant. The applicant is notified by email at the contact email provided in the application. Below is a sample email text.



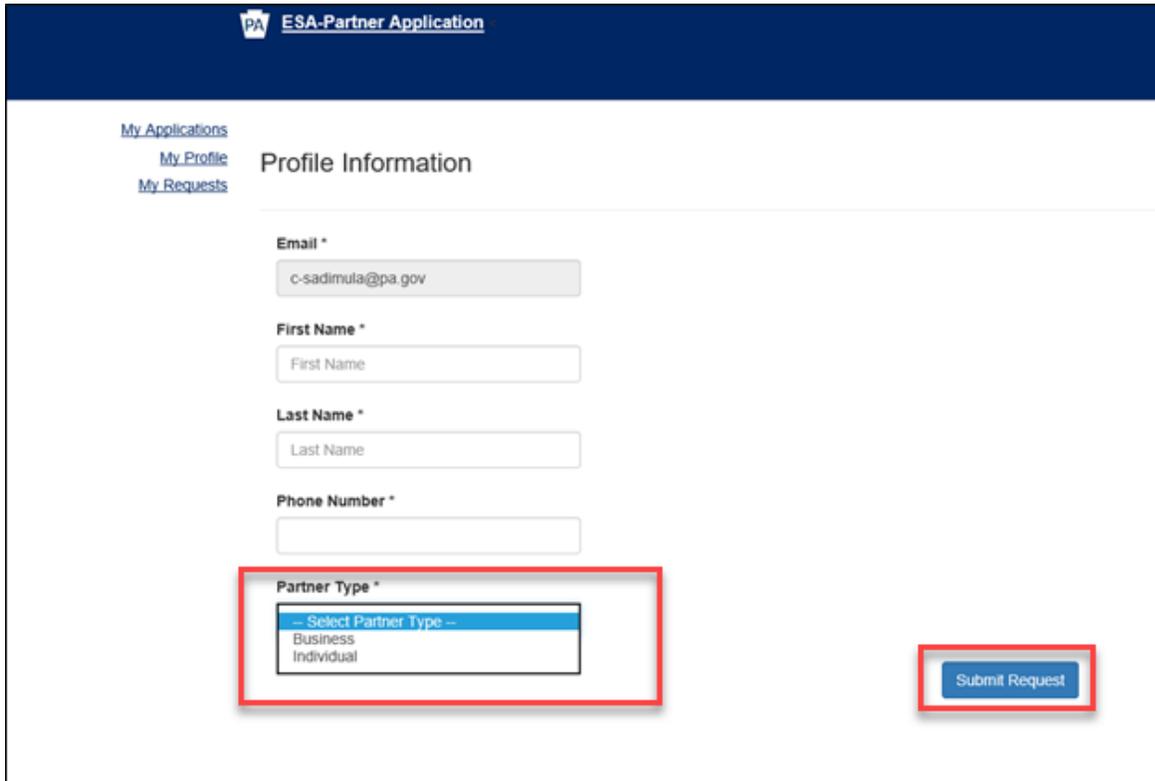
- Click the Partner Portal link received in the email : <https://apps.grants.pa.gov/esa-partner> that lands the applicant on the Partner Portal login page.

Notes:

- The first-time user needs to set up their profile in the Partner Portal, please proceed to the *Create User Profile* section in this document if you are a first-time user of the Partner Portal.
- If the applicant is NOT a first-time user of the Partner Portal and needs access to the application, please proceed to the *Access Request from Grantee* section in this document.
- If the applicant is NOT a first-time user of the Partner Portal and does NOT need access to the application, please proceed to the *Review the Submitted Applications* section in this document.

Create User Profile

After the user logs in back to the Partner Portal with the new Username and Password, the system will take the user to the page where the partner profile needs to be set up. The below steps show the required steps to create a user profile in the Partner Portal.



PA ESA-Partner Application

[My Applications](#)
[My Profile](#)
[My Requests](#)

Profile Information

Email *
c-sadimula@pa.gov

First Name *
First Name

Last Name *
Last Name

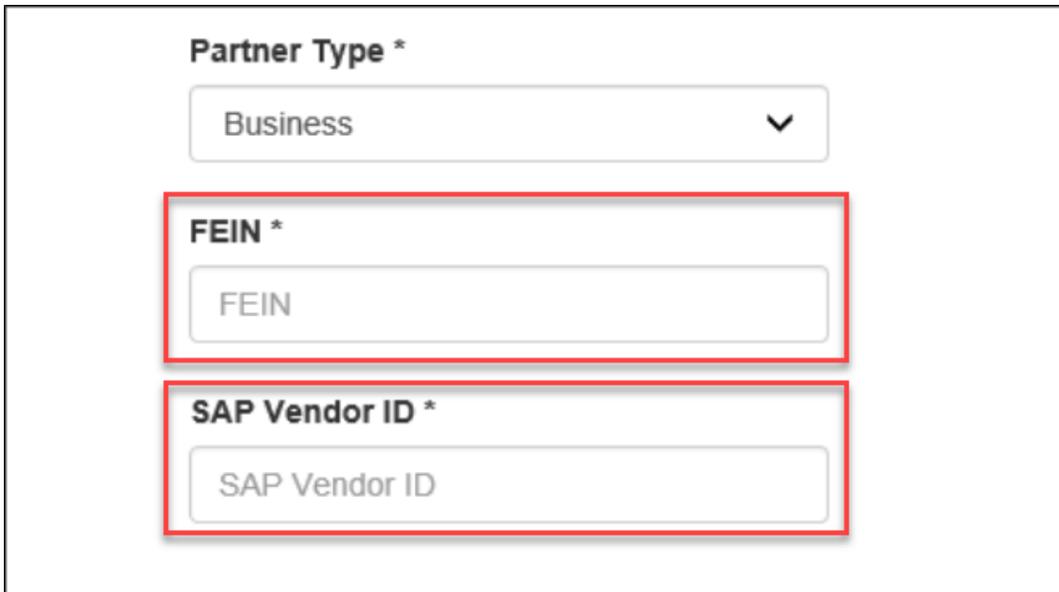
Phone Number *

Partner Type *
-- Select Partner Type --
Business
Individual

Submit Request

- Enter First and Last Name in the field.
- Enter the Phone Number in the field.
- Select **Business** in the Partner Type dropdown option.
- Enter your business's FEIN and SAP Vendor ID and click "Submit Request."

Note: user must select the "Business" partner type in the partner type dropdown option.



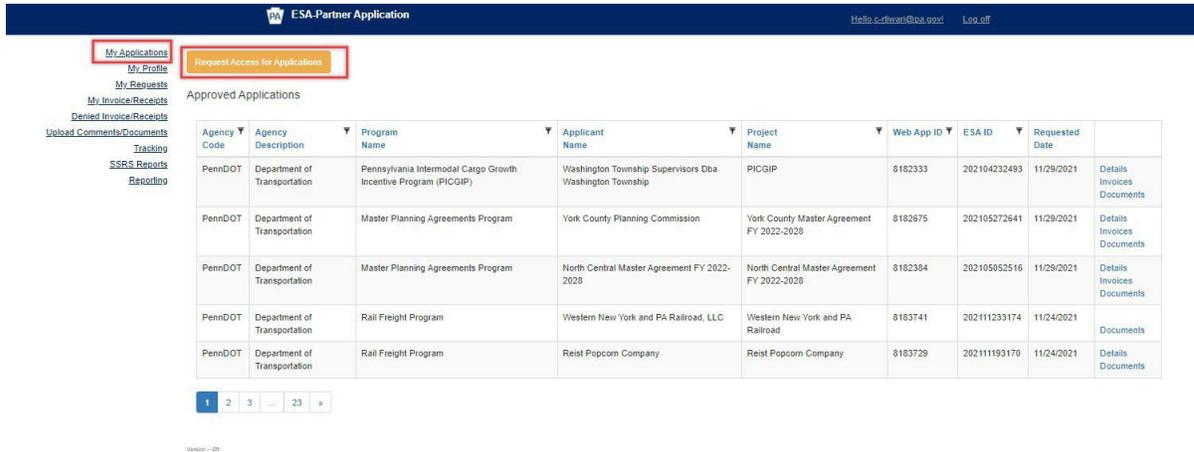
Partner Type *
Business

FEIN *
FEIN

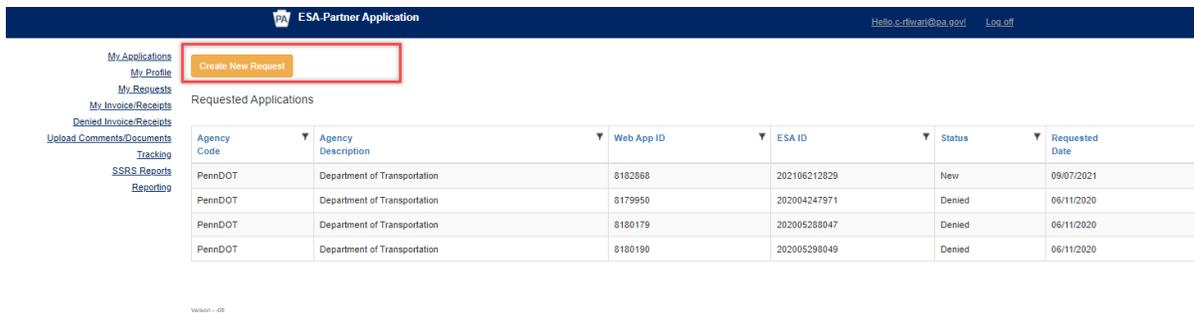
SAP Vendor ID *
SAP Vendor ID

Access Request from Grantee

1. To request access to the application, click "Request Access for Application" under the "My Application" section.

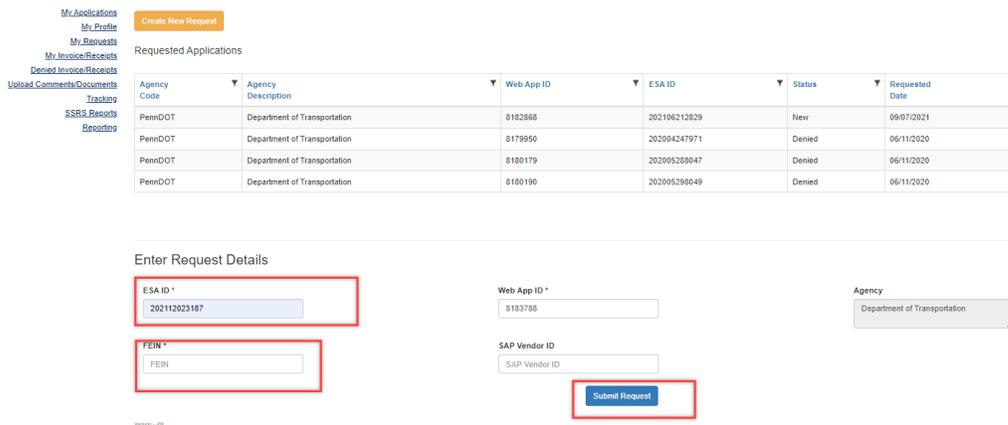


Version - 00



Version - 00

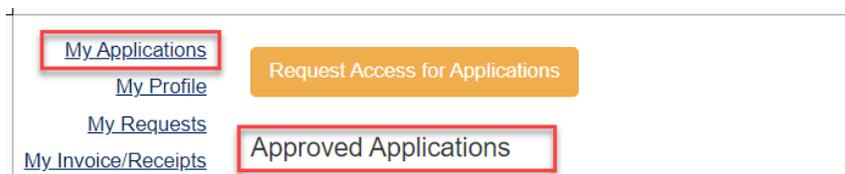
2. Click "Create New Request." Enter the required fields, ESA ID, and FEIN, associated with the application, and click "Submit Request."



Version - 00

Notes:

- Web App ID is a 7-digit application ID number that is auto-populated when the ESA ID is entered. Fields marked with an asterisk (*) are required. The Agency name will automatically populate in the Agency field on the right side of the screen.
 - FEIN is a 9-digit number Federal Employer Identification Number; the entered FEIN should match the FEIN submitted during the application.
 - SAP Vendor ID is a 6-digit number provided by the Commonwealth to receive payment.
 - The Agency name will automatically populate in the Agency field on the right side of the screen.
3. After submission of the request, the program area reviews the application access request. If the request is approved, the application will appear under the “Approved Applications” section of the “My Applications” link shows as shown below.



Review the Submitted Applications

- Click the "My Applications" link on the left side of the screen. The "Approved Applications" section displays applications that are assigned to the applicant as shown below.
- Click the "details" link at the rightmost column of the table. The link will take the applicant to a new page.

Agency Code	Agency Description	Program Name	Applicant Name	Project Name	Web App ID	ESA ID	Requested Date	
PennDOT	Department of Transportation	Passenger Rail Program	North Central Highway Safety Network, Inc	Passenger Rail Capital Angular RousSheet 2	8184658	202204273618	04/27/2022	Details Documents
PennDOT	Department of Transportation	Passenger Rail Program	North Central Highway Safety Network, Inc	Passenger Rail Capital Angular RousSheet 1	8184656	202204263615	04/26/2022	Details Documents
PennDOT	Department of Transportation	Passenger Rail Program	North Central Highway Safety Network, Inc	Passenger Rail Capital Angular RousSheet	8184647	202204263608	04/26/2022	Details Documents
PennDOT	Department of Transportation	ARLE Funding Program	North Central Highway Safety Network, Inc	ARLE ESAW ATTN	8184650	202204263607	04/26/2022	Details Documents
PennDOT	Department of Transportation	Rail Freight Program	North Central Highway Safety Network, Inc	BRF ESAW Angular Deployment Changes	8184601	202204213581	04/22/2022	Details Invoices Documents

Note: The Details link opens the application details page for applications with the "Under Review" Status.

- Summary under the Approval Section provides project description, Application Summary, and recent activities as shown in the below screenshot.

Alleghenies Unlimited Care Providers
 Program: Federal Section 5310 Private Non-Profit Accessible Vehicle Grant Program Status: Approved
 Appl ID: 202005138019 SAP Contract #: C520001192 Approved Amt: \$40,000.00

SUMMARY

Web App ID: 8180088
 Project Description: 5310 Application 2019

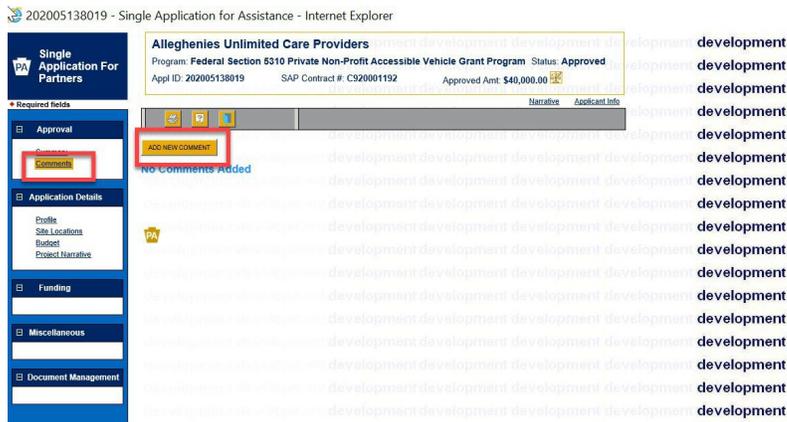
Route Sheet
 Contract Start: 5/22/2019 Contract End: 8/21/2020 Approved Amount: \$40,000
 Lead Analyst: Graham, Heather

Application Summary
 Applicant: Alleghenies Unlimited Care Providers
 FEIN: 251100699 SAP Vendor: 143472 CVMU Status: Match
 Company: Alleghenies Unlimited Care Providers
 Beneficial Owner: [Redacted]
 Site Location(s): Richland Township (Cambria)
 Budget: Local Cost 20% (Local) - \$11,000
 Federal Section 5310 Private Non-Profit Accessible Vehicle Grant Program (PennDOT) - \$44,000

Most Recent Events

Event Category	Event Description	Date/Time	Created By
WORKFLOW	Grantee eSignature - Expired	6/8/2020 11:40:11 AM	eSignature_Auto
eSignature	Grantee eSignature request has been closed with "Expired" status	6/8/2020 11:40:11 AM	eSignature
eSignatureCloseOut	Processing Closeout	6/8/2020 11:40:11 AM	System
eSignatureSignerResponse	Signer Response Updated	5/27/2020 2:19:34 PM	System
eSignature	Grantee eSignature request has been created	5/27/2020 1:55:26 PM	eSignature

- Comments under the Approval Section display any entered comments by the program area.



To enter a comment, click “Add New Comment.” Enter a comment and click “Save.”



- Applicant modifies the required information (applicant can make changes to each link) under the “Application Details” section for an application and clicks save (floppy disk at top of the screen). All uploaded documents during the application process can be accessed on the “Attachments & Addenda” link.

https://appsuat.dced.pa.gov/esa-partner/5544fkg1qalwv4agqhbtr0cxbj/Application.aspx?value=20230905151&agencyCode=DOT

Single Application For Partners

1.8.1

- Approval
- Application Details
- Profile
- Site Locations
- Project Narrative
- Budget
- Funding
- State Street
- Miscellaneous
- Document Management

Sudha Singh
Program: Ports Operating and Capital Grant Program
Applicant ID: 20230905151 SAP Contract #: [REDACTED] Status: Under Review

ATTACHMENTS
Upload Files

Use the control below to select your file. Each file can be no larger than 30MB.

File 1 [Choose File] No file chosen
File 2 [Choose File] No file chosen
File 3 [Choose File] No file chosen

PORTS OPERATING AND CAPITAL GRANT PROGRAM ADDENDA V1
1. Please Download, complete and upload the Worker Protection Form. Use the link below:
(Required)
[Download Worker Protection Form.pdf](#)

Upload Files

Use the control below to select your file. Each file can be no larger than 30MB.

CRP-BandPFR 9-5.pdf [View] [Delete]
File 1 [Choose File] No file chosen

2. Has the board approved the proposed project(s) listed on the "Project Information" tab? (Required)
[No] [Yes]

3. Has the board approved the proposed budget associated with the project(s) and operating request listed on the "Project Information" tab? (Required)
[No] [Yes]

If yes, please upload the meeting minutes.

Upload Files

- Profile under Application Details Section displays information about Applicant's profile and their organization.

202005138019 - Single Application for Assistance - Internet Explorer

Single Application For Partners

1.8.1

- Approval
- Application Details
- Profile
- Site Locations
- Project Narrative
- Budget
- Funding
- Miscellaneous
- Document Management

Alleghenies Unlimited Care Providers
Program: Federal Section 5310 Private Non-Profit Accessible Vehicle Grant Program Status: Approved
Applicant ID: 202005138019 SAP Contract #: C520001192 Approved Amt: \$40,000.00

PROFILE

Applicant/Sponsor

Name: Alleghenies Unlimited Care Providers CEO: Maria Nagy
CEO Title: Transportation Manager Address: 119 Jani Dr
City: Johnstown State: PA Zip: 15904-6953 FEN: D-U-M-S Number: 000567912
NAICS Code: 8134 Find Code: SAP Vendor #: 000001

For Profit Corporation Limited Liability Partnership Partnership
 Government Non-Profit Corporation Sole Proprietorship
 Limited Liability Corporation

Incorporated in PA: [No] Registered to do Business in PA: [No] Charitable Organization: [No]

Contact Name: Maria Nagy Phone: (814) 867-5309 Ext:
Title: Transportation Manager PA Revenue Tax Box #:
Fax: Internet Access: [Yes] [No]
Email:

Business Specifics

Current # of Full-Time Employees: Pennsylvania: 0 World Wide: 0
Company Ownership: Minority Owned Woman Owned

- Site Locations under the Application Details Section display information about Project Site location (s).

202005138019 - Single Application for Assistance - Internet Explorer

Alleghenies Unlimited Care Providers
 Program: Federal Section 5310 Private Non-Profit Accessible Vehicle Grant Program Status: Approved
 Appl ID: 202005138019 SAP Contract #: C920001192 Approved Amt: \$40,000.00

SITE LOCATIONS
 Details For Site 1

Address: 115 Jari Drive
 City: Johnstown State: PA Zip: 15904-0000
 County: Cambria Municipality: Richland Township
 PA House #: 071 - Bryan Barbin PA Senate #: 035 - Wayne Langerholc
 US Congressional #: 009 - Bill Shuster

Current Employees: 0 Jobs Created: 0
 Jobs That Pay: 0 Created: 0 Retained: 0
 Annual Wage: 29409

- Budget (if applicable) under the Application Details Section displays the project budget details.

Alleghenies Unlimited Care Providers
 Program: Federal Section 5310 Private Non-Profit Accessible Vehicle Grant Program Status: Approved
 Appl ID: 202005138019 SAP Contract #: C920001192 Approved Amt: \$40,000.00

BUDGET

	Federal Section 5310 Private Non-Profit Accessible Vehicle Grant	Local Cost	Total
Local Match Anticipated - Comm	\$44,000.00	\$11,000.00	\$55,000.00
Bus 25 Fuel	\$0.00	\$0.00	\$0.00
Bus 26 Fuel	\$0.00	\$0.00	\$0.00
Bus 22 Fuel	\$0.00	\$0.00	\$0.00
Bus 22 Fuel (ND)	\$0.00	\$0.00	\$0.00
Accessible Vans	\$44,000.00	\$11,000.00	\$55,000.00
Ford Transit Van	\$0.00	\$0.00	\$0.00
Total	\$44,000.00	\$11,000.00	\$55,000.00

Budget Narrative
 The purpose of the requested vehicle is to replace an existing handicap accessible minivan (9115) that was past its useful life at over four (4) years old and sitting at 105,359 miles. Recently this minivan was involved in a major accident which, due to its age and miles, deemed it totaled.

- Project Narrative under Application Details Section displays information about Project Narrative provided by Applicant.

Alleghenies Unlimited Care Providers
 Program: Federal Section 5310 Private Non-Profit Accessible Vehicle Grant Program Status: Approved
 Appl ID: 202005138019 SAP Contract #: C920001192 Approved Amt: \$40,000.00

PROJECT NARRATIVE
 Attachments related to the Project Narrative should be uploaded in the Attachments & Addenda section of the Application.

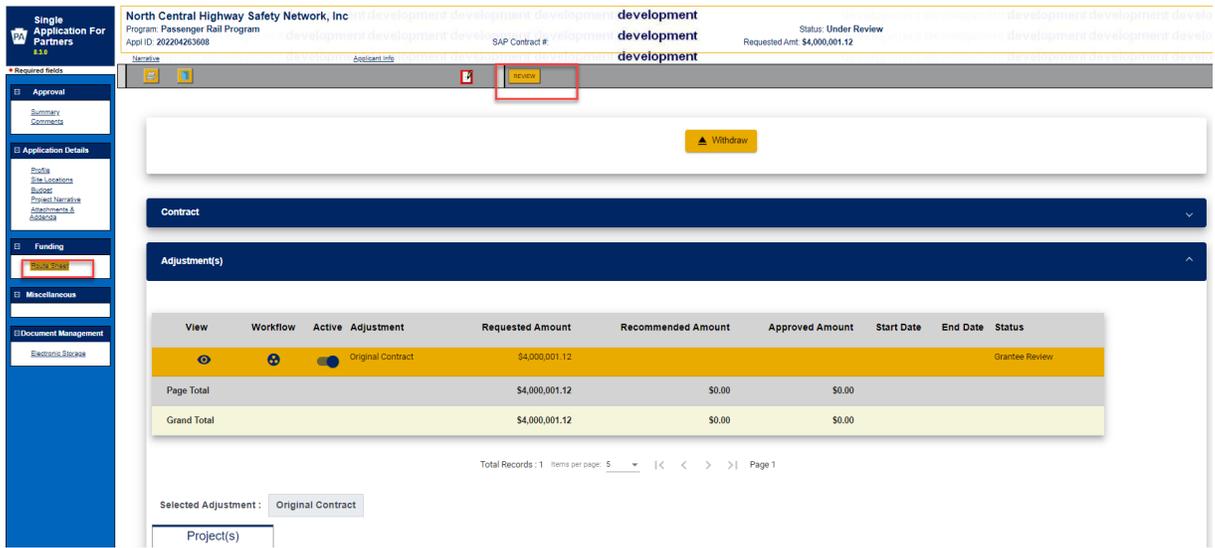
Organization Mission
 Helping people live independently everyday with quality care. test

Vehicle Purpose
 We provide transportation to individual with mental and physical disabilities who are unable to utilize existing services offered by local bus lines, private for profit businesses and Shared-Ride providers that are offered in their area. Through our contract with Cambria County Behavioral Health/Intellectual Disabilities & Early Intervention Program (CC-BH-IE), we take clients to and from work and day programs. We also have a contract with Community Action Partnership to provide transportation to approved individuals to and from medical appointments. This program is called the MATP or Medical Assistance Transportation Program. Lastly, we provide our activity program participants rides to and from our day program.

Service Recipient
 Primarily, our agency serves the aging, people with mental and physical disabilities, and individuals recovering from injury and illness.

Primary Services
 24hr daily in-home, non-medical care to individuals in their homes as well as individuals living in our five (5) community living arrangements. We also provide transportation to individuals with physical and mental disabilities who are unable to utilize transportation services through local bus lines, shared-ride providers and private for profit businesses due to the nature of their disability, economic limitations, rural location, rigid daily schedule, etc. Lastly, we encourage personal achievement and individual growth in the areas of civic engagement, quality of life, financial stability, personal safety and overall wellbeing through our Ability Works Activity Program.

- To change the “project/activity,” click “RouteSheet.”
Note: the project/activity tab does not apply to all PennDOT programs. Ignore the below steps if you don’t see them in your application.



North Central Highway Safety Network, Inc
Program: Passenger Rail Program
AppID: 202204263608
SAP Contract #
Status: Under Review
Requested Amt: \$4,000,001.12

Required Fields

- Approval
 - Summary
 - Comments
- Application Details
 - Profile
 - Site Locations
 - Routes
 - Project Narrative
 - Attachments & Evidence
- Funding
 - Active**
- Miscellaneous
- Document Management
 - Electronic Signatures

Contract

Adjustment(s)

View	Workflow	Active	Adjustment	Requested Amount	Recommended Amount	Approved Amount	Start Date	End Date	Status
			Original Contract	\$4,000,001.12					Granted Review
Page Total				\$4,000,001.12	\$0.00	\$0.00			
Grand Total				\$4,000,001.12	\$0.00	\$0.00			

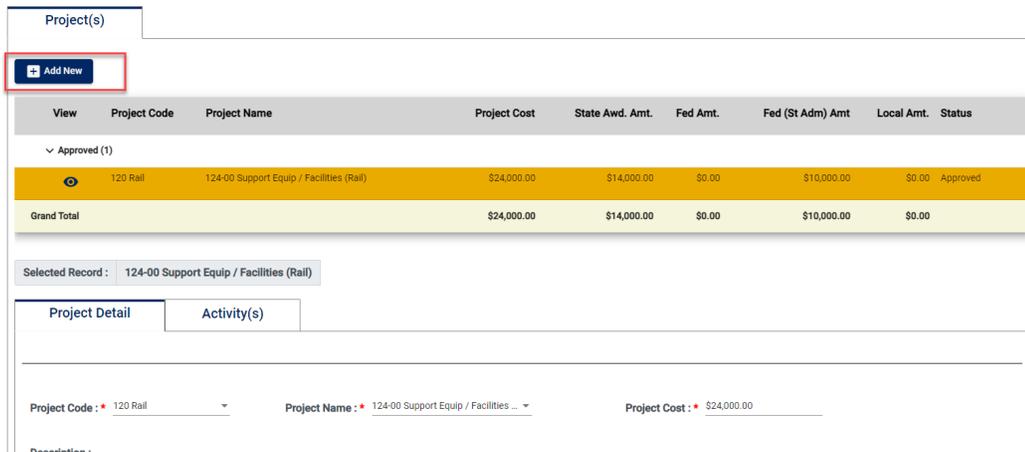
Total Records: 1 Items per page: 5 Page 1

Selected Adjustment: Original Contract

Project(s)

- Some programs only have the 'Activity' tab and this may be different than what they entered on the original application (Rail freight and MTF).

Note: If activities have already been approved or denied by the Program Staff, those will not be editable by the grantee. Only 'In Progress' activities could be edited and new projects/activities by the grantee.



Project(s)

Add New

View	Project Code	Project Name	Project Cost	State Awd. Amt.	Fed Amt.	Fed (St Adm) Amt	Local Amt.	Status
	120 Rail	124-00 Support Equip / Facilities (Rail)	\$24,000.00	\$14,000.00	\$0.00	\$10,000.00	\$0.00	Approved
Grand Total			\$24,000.00	\$14,000.00	\$0.00	\$10,000.00	\$0.00	

Selected Record: 124-00 Support Equip / Facilities (Rail)

Project Detail | **Activity(s)**

Project Code: 120 Rail Project Name: 124-00 Support Equip / Facilities ... Project Cost: \$24,000.00

Description:

Selected Record : 124-00 Support Equip / Facilities (Rail)

Project Detail | Activity(s)

Add New

View	Activity Type	Activity Line Item	Activity Cost	State Awd. Amt.	Fed Amt.	Fed (St Adm) Amt	Local Amt.	Status
✓	12.46 Lease	12.46.05 Yards & Shops	\$24,000.00	\$14,000.00	\$0.00	\$10,000.00	\$0.00	Approved
Grand Total			\$24,000.00	\$14,000.00	\$0.00	\$10,000.00	\$0.00	

Selected Record : 05 Yards & Shops

Activity Detail

Activity Type : 12.46 Lease | Activity Line Item : 05 Yards & Shops | Activity Cost : \$24,000.00

- Some programs (HSGP and CTSP) have the 'Goals' and 'Budget Summary' tabs as shown below.

Goal(s) | Budget Summary

Add New

View	County	Safety Focus Area
✓	ADAMS	Aggressive Driving & Speeding

Selected Record : ADAMS

Goal Detail | Goal Activity(s)

Edit

County : ADAMS | Safety Focus Area : Aggressive Driving & Speeding

Goal(s) & Objective(s) : PP goal

Goal(s) | Budget Summary

[+ Add New](#)

View	County	Safety Focus Area
▼ ADAMS (1)		
	ADAMS	Aggressive Driving & Speeding

Selected Record : ADAMS

Goal Detail | Goal Activity(s)

[+ Add New](#)

View	County	Safety Focus Area	Category	Activity Name	Year 1	Year 2	Year 3
	ADAMS	Aggressive Driving & Speeding	Admin (Grant Reporting/Fiscal)		0.25	0.00	0.00
Page Total					0.25	0.00	0.00
Grand Total					0.25	0.00	0.00

Goal(s) | **Budget Summary**

[+ Add New](#)

View	Budget Item	Position	Hours	Name
	Salaries	Accountant	0.00	
	Salaries	Assistant Coordinator	0.00	
	Travel			
	Contractual Services			
	Equipment			
	Goods and Services			
	Indirect Cost			

Total Records : 7 | Page 1 | Items per page: 10

Budget Summary	Year 1	Year 2	Year 3	Grand Total
1.Salaries	\$0.00	\$0.00	\$0.00	\$0.00
2.Fringe Benefits	\$0.00	\$0.00	\$0.00	\$0.00
3.Travel	\$5,000.00			\$5,000.00
4.Contractual Services				\$0.00
5.Equipment				\$0.00
6.Goods and Services				\$0.00
7.Indirect Cost				\$0.00
Grand Total	\$5,000.00	\$0.00	\$0.00	\$5,000.00

Item Detail

[Edit](#)

- When the application is ready to be resubmitted, click the workflow button to return it to the program area.

development

[Review](#)

[Withdraw](#)

Contract

Adjustment(s)