



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

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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.dced.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.

Subject Line: PennDOT, Program Name eGrants Application, Action Required

Email Text:

Program Name:

ESAID:

Project Name:

Your application for the above program/project requires action. Please click on the following link to access the Partner Portal: <https://apps.dced.pa.gov/esa-partner/>.

Click the 'Details' link for the above listed ESAID and view the comments for further information/instructions.

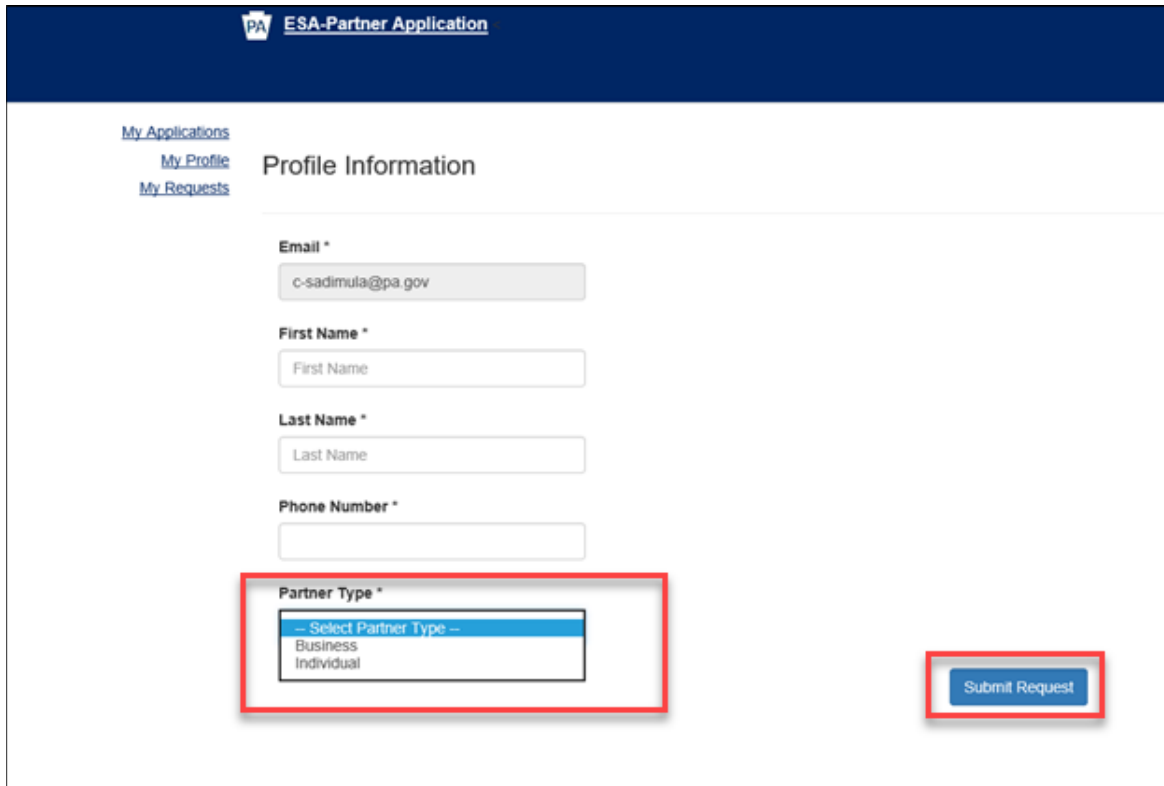
- Click the Partner Portal link received in the email <https://apps.dced.pa.gov/esa-partner/> that lands the applicant on the Partner Portal login page.

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

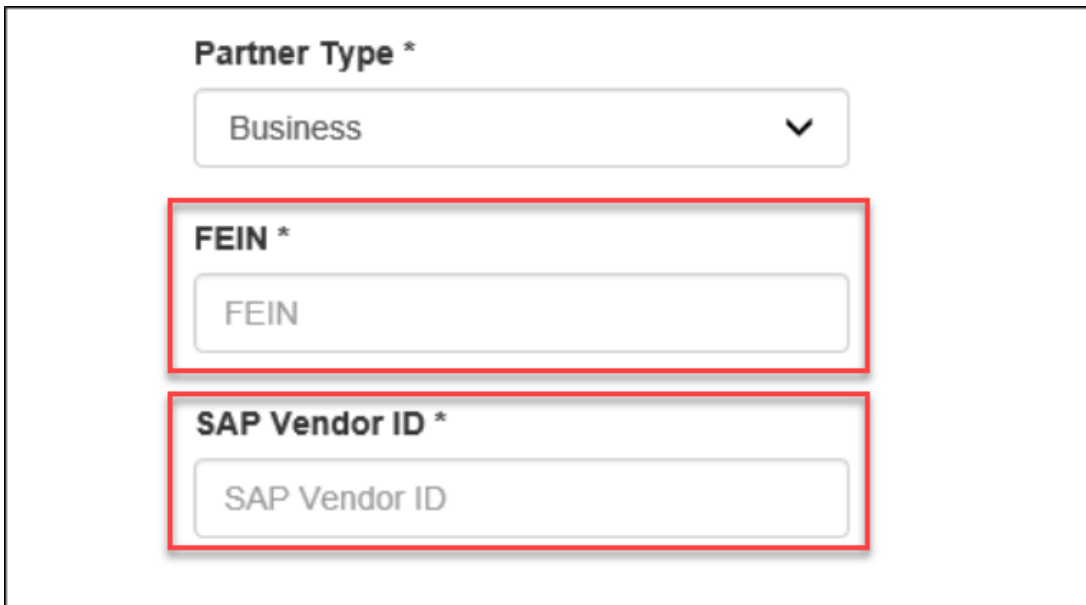
Phone Number *

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.



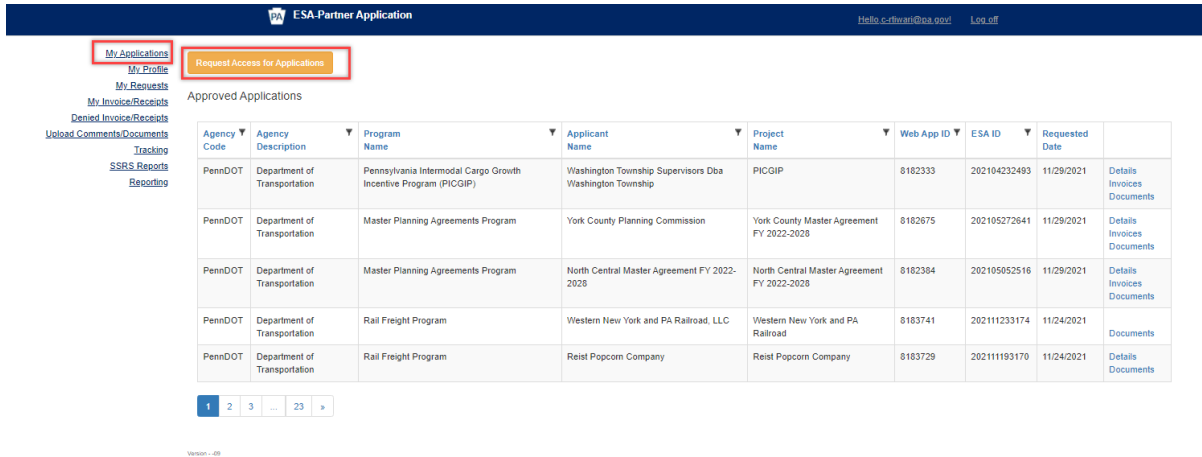
Partner Type *
Business

FEIN *
FEIN

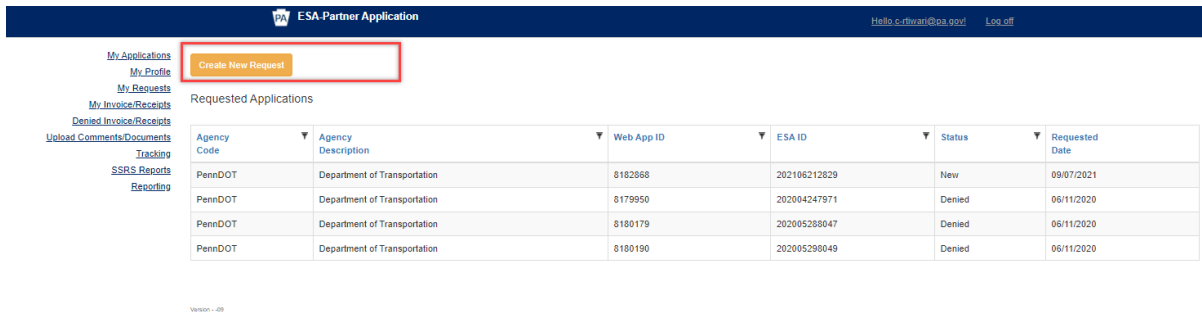
SAP Vendor ID *
SAP Vendor ID

Access Request from Grantee

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

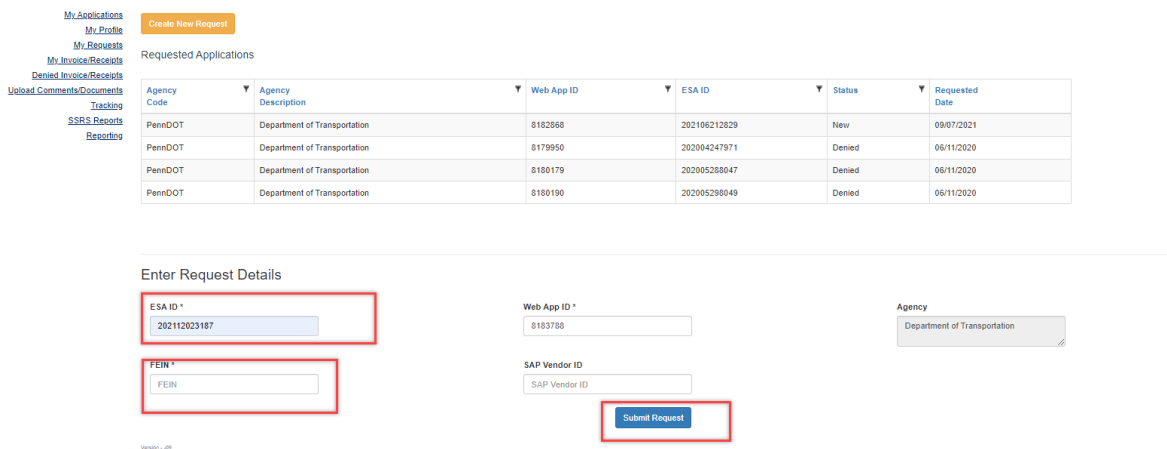


Version: 08



Version: 08

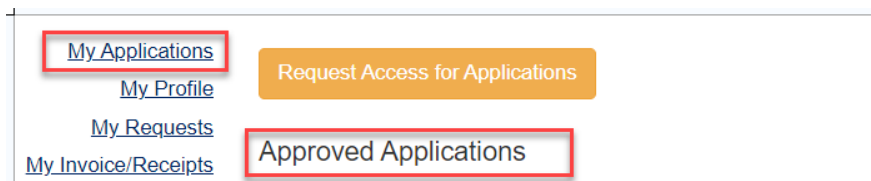
2. Click "Create New Request." Enter the required fields, ESA ID, and FEIN, associated with the application, and click "Submit Request."



Version: 08

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 #: C920001192 Approved Amt: \$40,000.00

SUMMARY

Web App ID: 8180068
 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

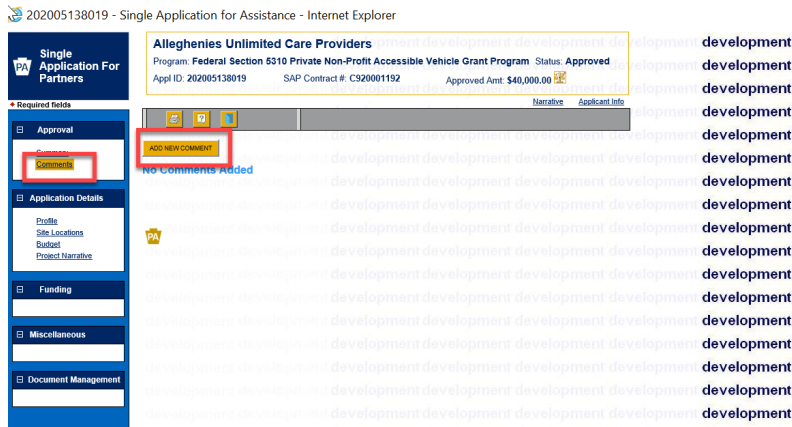
Application Summary

Applicant: Alleghenies Unlimited Care Providers
 FEIN: 251106599 SAP Vendor: 143472 CVMU Status: Match
 Company: Alleghenies Unlimited Care Providers
 Beneficial Owner:
 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

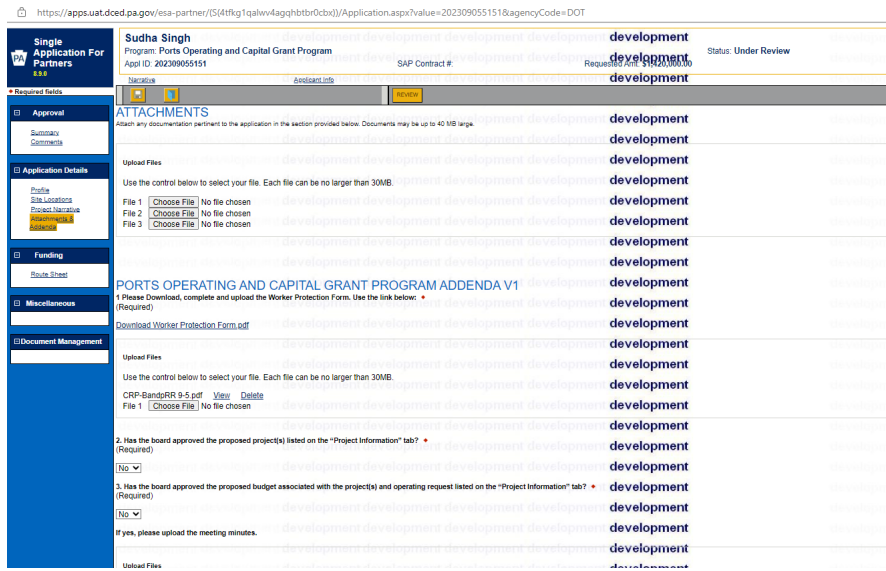
- Comments under the Approval Section display any entered comments by the program area.



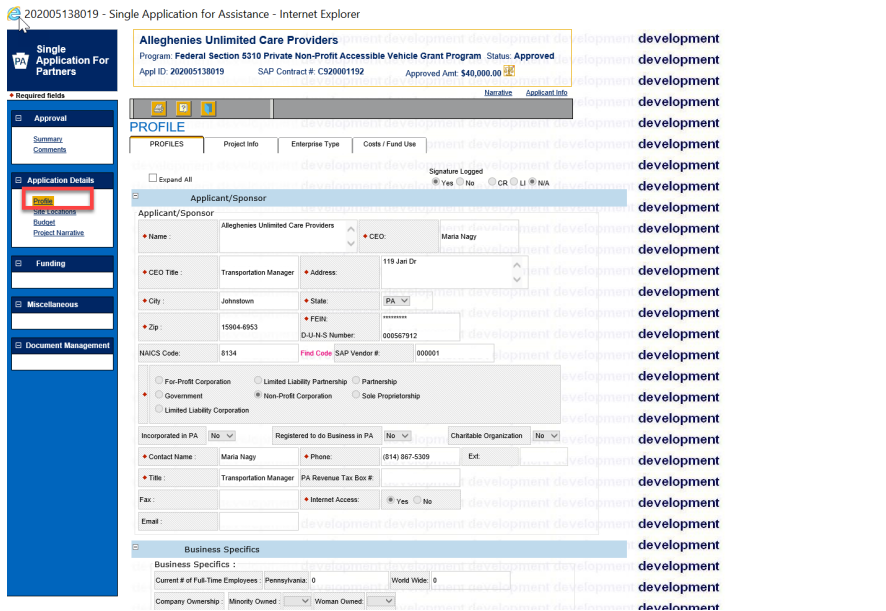
To enter a comment, click “Add New Comment.” Enter a comment and click “Save.”



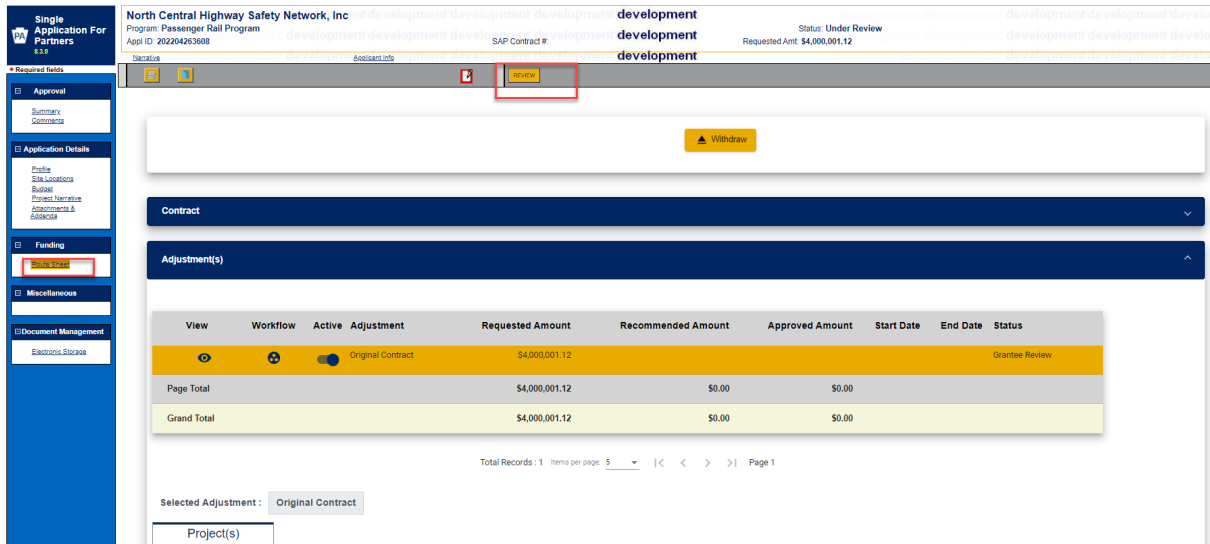
- Applicant modifies the required information (applicant can make changes to each link) under the “Application Details” section for an application and clicks save (floppy disk at top of the screen). All uploaded documents during the application process can be accessed on the “Attachments & Addenda” link.



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



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



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

Adjustment(s)

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

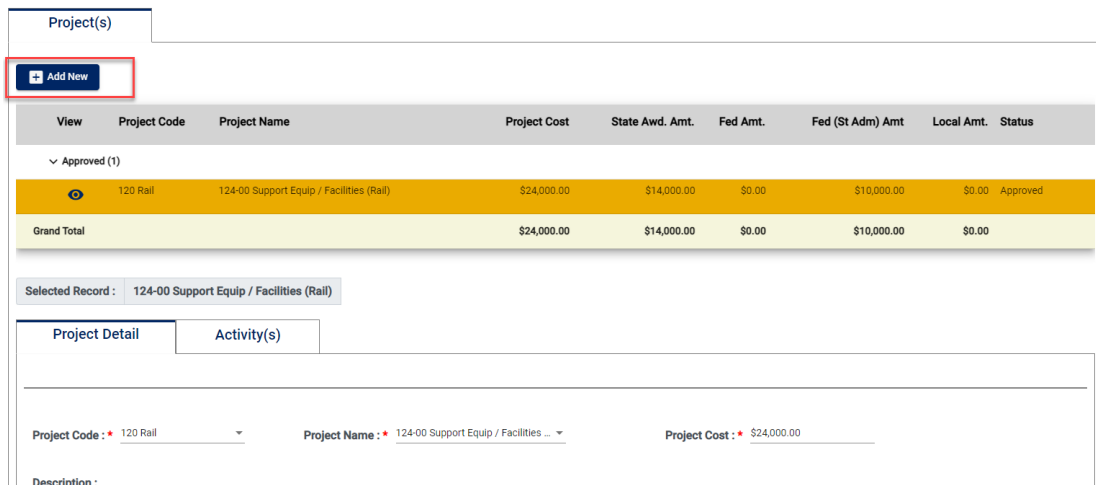
Total Records: 1 Items per page: 5 |< < > >| Page 1

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)



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
▼ Approved (1)								
	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 (1)		
	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.

Navigation: [Home](#) | [Applicant Info](#) | [Workflow](#) | [development](#)

[Workflow](#)

[Withdraw](#)

Contract

Adjustment(s)