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

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.

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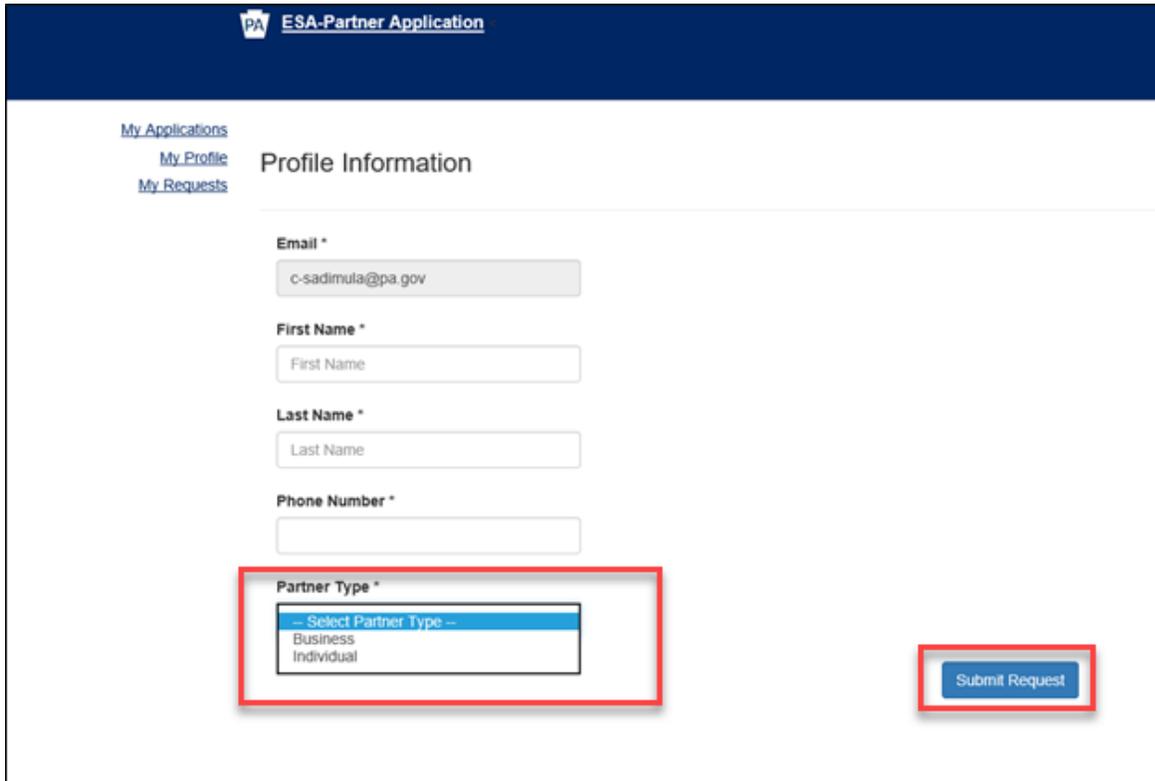
- o Enter First and Last Name in the field.
- o Enter the Phone Number in the field.
- o Select **Business** in the Partner Type dropdown option.
- o Enter your business's FEIN and SAP Vendor ID and click "Submit Request."

Note: user must select the "Business" partner type in the partner type dropdown option.
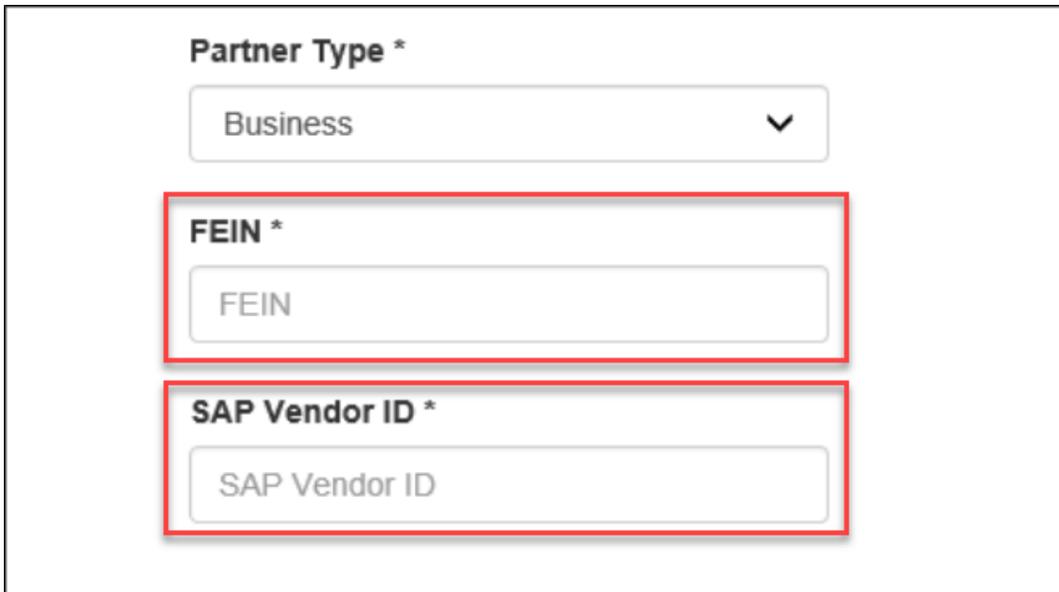
Access Request from Grantee

1. To request access to the application, click "Request Access for Application" under the "My Application" section.
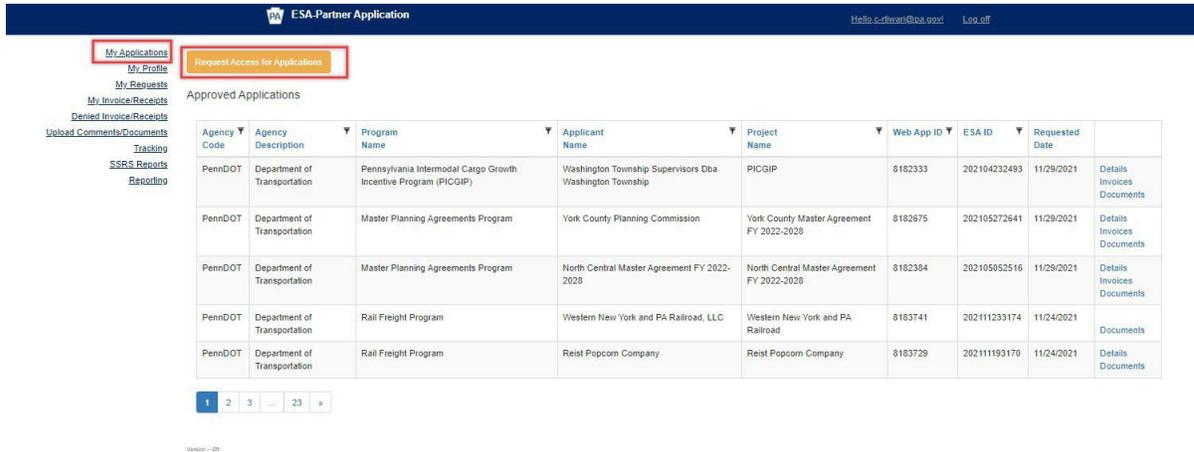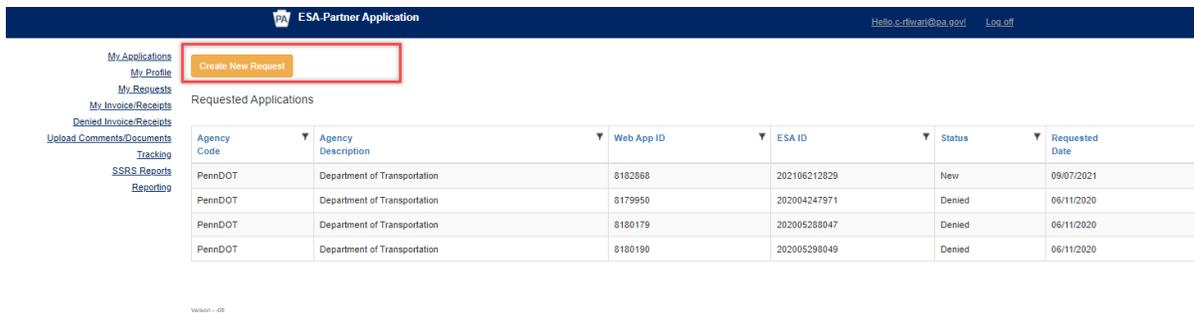
2. Click "Create New Request." Enter the required fields, ESA ID, and FEIN, associated with the application, and click "Submit Request."
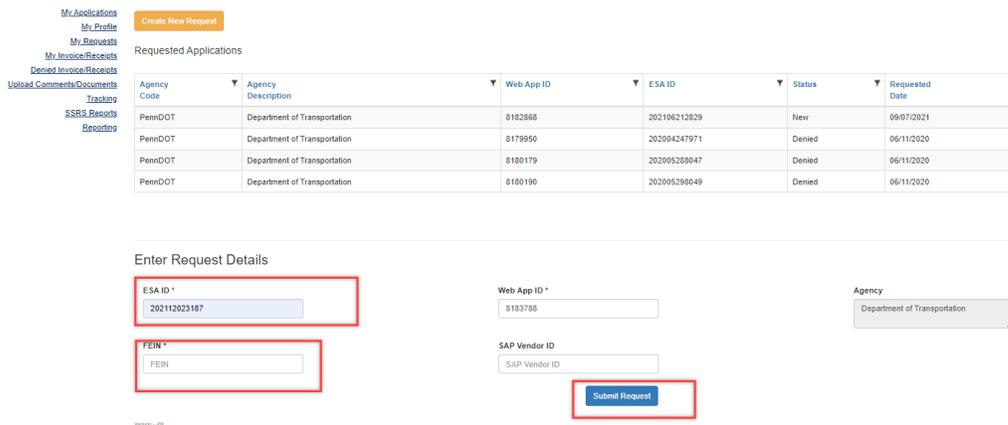
Notes:

- 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.
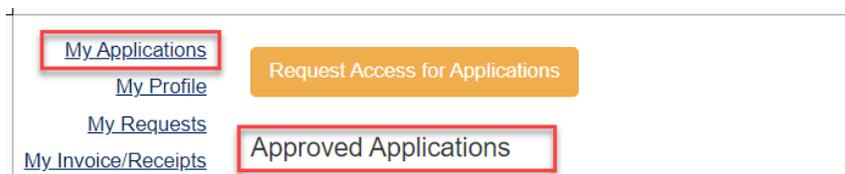
Review the Submitted Applications

- 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.

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.

- Comments under the Approval Section display any entered comments by the program area.
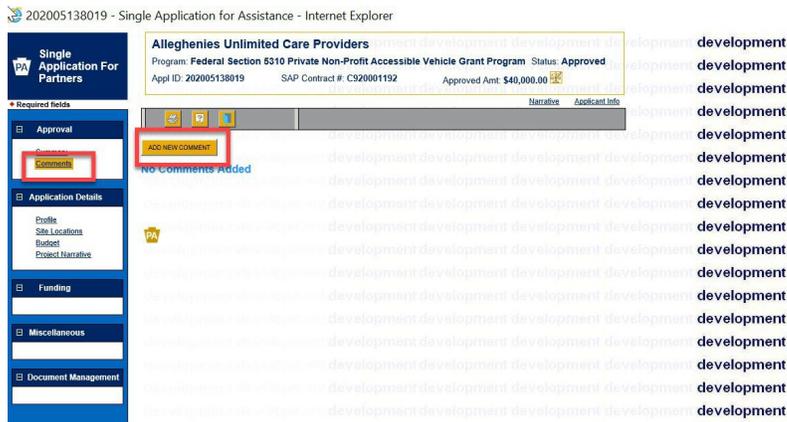
To enter a comment, click "Add New Comment." Enter a comment and click "Save."

- 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).

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

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

- 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.

o   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.

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

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