Application Submission in the Electronic Single Application (ESA)

February 2022

Objectives

- Familiarize stakeholders with the ESA system
  - Ease the transition from Excel to ESA
- Inform participants of ESA progress
  - Internal PEMA workflow
  - HSGP Partner Portal

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The System

- Commonwealth-wide system developed and maintained by the Department of Community & Economic Development
    - Already in use by multiple agencies
    - Standardizes the application format across the entire Commonwealth
    - The first PEMA application built is HSGP
    - Other grant programs

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Accessing

- *https://www.esa.dced.state.pa.us/Login.aspx*
- After logging in for the <u>first time</u>, may need to update settings
  - FEIN
  - SAP Vendor Number
  - Partner Code
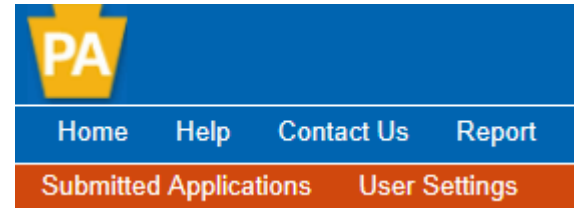
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Home Page

Begin a New Application

To begin a new Single Application For Assistance, enter a brief name for the project (up to sixty characters) and answer whether you need help selecting your program. If you already know the name of the program you want to apply for, answer "No".

Project Name

[   ]

Are you applying on behalf of your organization or another entity?
If you are applying for a sponsored program on behalf of another organization, please select "Another Entity."

-- Select Organization -- ▼

Do you need help selecting your program?
No ▼

Are you applying for assistance as outlined in a signed and accepted offer letter from the Governor's Action Team (GAT)?
No ▼

[CREATE A NEW APPLICATION]

Incomplete Applications

Incomplete applications will be automatically withdrawn after one year of inactivity.

Id	Applicant/Company	Project Name	Program	Updated		
8095131	PEMA	home	PEMA Homeland Security Grant Program	3/8/2017	EDIT	WITHDRAW

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Navigating A Project

- The blue menu bar changes once you are in a project
  - Home – change the project
  - Help – built in directions
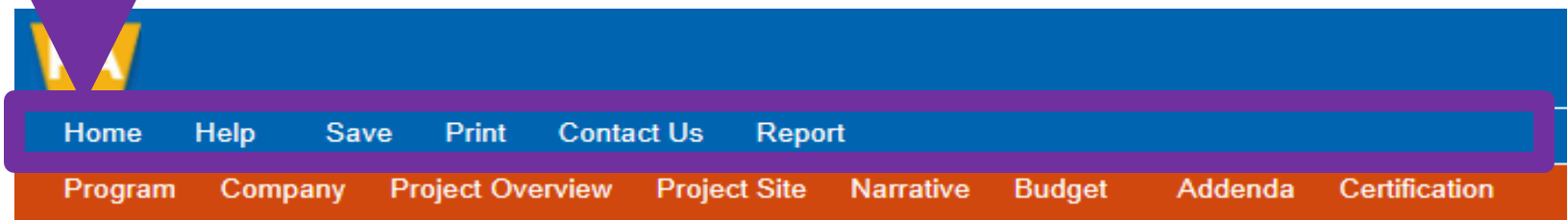 - Save – saves your data
  - Print – prints the details for the entire project
  - Contact us – DCED's help desk information
  - Report – displays the Summary Sheet

Home	Help	Save	Print	Contact Us	Report

Program	Company	Project Overview	Project Site	Narrative	Budget	Addenda	Certification

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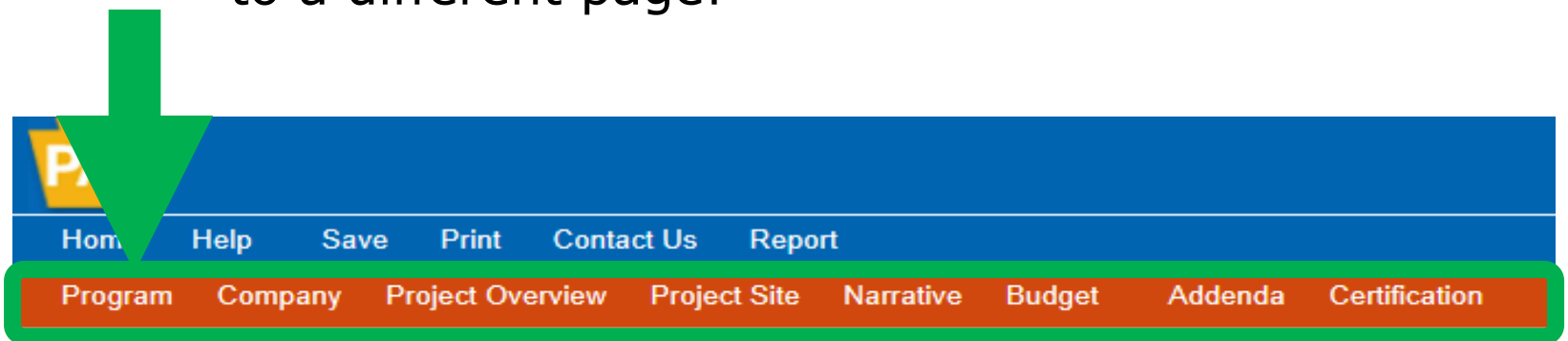
Navigating A Project, continued

- The red menu bar only appears once you are in a project. It contains various sections of the individual project application

- Move between sections by clicking the title in the red menu bar

  - Your data will be saved automatically when you go to a different page!

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Selecting the Program

Keyword for searching is HOME
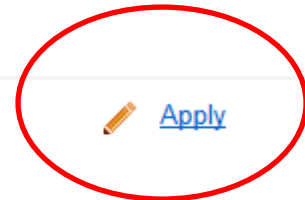
Applicant Information

Applicant Information

To copy your Registration information into the application, click the "Use Account Information" button be

USE ACCOUNT INFORMATION

Applicant Entity Type:
- ○ Limited Liability Partnership
- ● Government
- ○ Sole Proprietorship
- ○ S Corporation
- ○ Partnership
- ○ Non-Profit Corporation
- ○ Limited Liability Company
- ○ C Corporation

Applicant Name: PEMA

NAICS Code 9211

FEIN/SSN Number 010000001
*Please enter FEIN as 9 digits, no dash.

DUNS Number:

CEO: David Padfield

CEO Title: Director

SAP Vendor #: 010000
(xxxxxx or xxxxxx-xxx)

Contact Name: Shendelle Hockenberry

Contact Title: Administrative Officer

Phone: (717)-651-2013 ◆ Ext.
(xxx-xxx-xxxx)

Fax:

E-mail: shehockenb@pa.gov

Mailing Address: 1310 Elmerton Avenue

City: Harrisburg ×

State: PA

Zip Code: 17110

- The "Use Account Information" button will fill in all the information you entered under user settings
- Company tab – "Copy Applicant Information"

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Project Overview

- Enter the Project Name
- "Is this project related to another previously submitted project?"
  - No
- PEMA Contact
  - Optional
- Site Locations
  - 1 is required, more can be entered as desired

Project Site

- Site 1 is the **primary** location. This is the Zip Code that will be used in GRT
  - Additional locations can be entered as desired
- Options for Statewide, Countywide, or to the specific municipality

Project Narrative

Project Narrative

Adequate answers to the Project Narrative questions below are required; a minimum of 100 characters has been established for each answer. Uploaded attachments or mailed documents are no longer permitted in this section of the application. If a more detailed narrative is required for the Program selected, instructions will either be provided in the Program Addenda section or the Program Guidelines.

What do you plan to accomplish with this project? ◆
Identify the problem(s) that need to be resolved.
Character Count: 457/1000 characters

> Projects to sustain interoperable communication and systems equipment to conduct emergency operations during all hazard events. Project includes Hughes, ICS, KOVA, and Checkpoint systems. It will also allow use of tools such as Knowledge Center and WebEOC. Accelerated rate of technological evolution requires ongoing support from vendors and staff to remain functional. Threats of cyber activity enforce the need for update and maintenance of the systems.

How do you plan to accomplish it? ◆
Include expected outcomes that are measurable, obtainable, clear and understandable, and valid. Examples of measurable outcomes include jobs created or retained, people trained, land or building acquired, housing units renovated or built, etc.
Character Count: 0/1000 characters

- What do you plan to accomplish with this project? = Project Description
- How do you plan to accomplish it? = Outcomes
- How do you plan to use the funds? = prefilled
- Remaining field may be ignored

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Program Budget

Program Budget
Please see the Help section for details on how to complete the Program Budget.

Spreadsheet	Basis of Cost

Budget Spreadsheet ◆
The first column indicates the amount of funding you are requesting from DCED. Aft
Narrative where you can provide a more detailed description of specific line items.

Add funding source		Homeland Security Grant Program	Total
Miscellaneous - Collapse		$1,274,675.00	
Planning	Remove	$469,150.00	$469,150.00
Organization	Remove	$179,950.00	$179,950.00
Equipment	Remove	$41,000.00	$41,000.00
Exercise	Remove	$0.00	$0.00
M&A	Remove	$502,725.00	$502,725.00
Training	Remove	$81,850.00	$81,850.00
Total		$1,274,675.00	
		Budget Total:	$1,274,675.00

- Enter the **project** total for each solution area

- Basis of Cost
  - Budget Justification check box
  - Budget Narrative – auto-prefilled

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Project Budget, continued

Do the amounts you just entered for POETE match the budget worksheet totals for this project?

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Program Addenda

- Master Project is Project 1
  - Total Allocation – **Subrecipient allocation for the grant program**
    - DO NOT PUT IN THE PROJECT TOTAL
  - Number of Projects – include the master in this count
  - The Master Application WebID is in the upper right under the red menu bar

Is this Your Master Project? ◆
Yes ▾

Total Allocation
1519606

If this is your Master Project please indicate number of total projects including the Master Project.
4

Please enter the Master Application WebID below.
▾

Certification

Web Application #: 8095131

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Program Addenda, continued

Describe how the THIRA, SPR and Capabilities Estimation influenced the development of this application. ◆
Character Count: 0/1500 characters

- Moved from the Coversheet
  - Answer for Master Project only
  - Subsequent projects "non-applicable"

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Program Addenda, continued

- Projects 2 through ∞
  - Leave allocation amount ==and== number of projects blank
  - Use the drop down to select the master project number
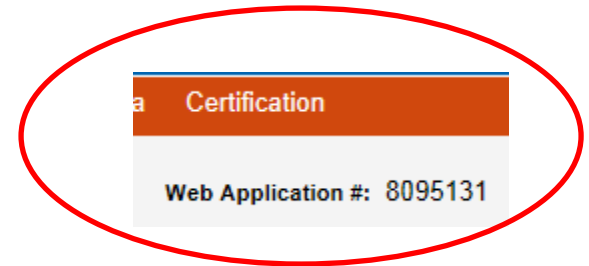
Is this Your Master Project? ◆
No ▾

Total Allocation

If this is your Master Project please indicate number of total projects including the Master Project.

Please enter the Master Application WebID below.
8095131 - Personnel and Operations ▾

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Program Addenda, continued

- LE and Personnel totals for the project need to be entered.

LETPA$ ♦

Personnel$ ♦

- Last completed milestone, grant year and name have been combined into one field.

If this project was previously funded, identify the most recently funded grant year(s) and last completed milestone for each year. If this is a new project, enter "not applicable." ♦
Character Count: 0/1500 characters

For multi-year projects, the below dates apply only to the portion of the project that will be funded from current FFY
Anticipated Start Date. ♦

Anticipated Completion Date. ♦

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Program Addenda, continued

- These questions are the same as Excel App
- Reminder – the Core Capability drop down is dependent on the Mission Area

Project Type.

Mission Area

Primary Core Capability for this project.

Does this project focus on a building new capabilities or sustaining existing capabilities?

Does this project require new construction, renovation, retrofitting, or modification of current structures?

Is this project deployable?

Is this project shareable?

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Program Addenda, continued

- NIMS was changed to combine the 2 questions into one text field

If this project supports one or more NIMS typed resources, please identify the name and code of the supported resources. If no resources are supported, enter "not applicable."

(Enter the ID and name of the typed resource(s) from the Resource Type Library Tool) ◆

Character Count: 0/1500 characters

Program Addenda, continued

- State Homeland Security Strategy is now a free text field

Applicants should demonstrate linkages between specific projects undertaken with SHSP funds with strategic goals and objectives identified in the State Homeland Security Strategy. Identify up to five (5) Commonwealth of Pennsylvania State Homeland Security Strategies supported by this project. Please indicate the Strategy Number(s) below ♦
Character Count: 0/1500 characters

- Capability Levels, and Capability Gaps have not changed
- Outcomes on the Narrative page
- Project Management Steps have not changed

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Program Addenda, continued

Milestones have been revised to be included with the Budget.

Please download and fill out Project Milestones and upload below. ◆
Download Milestone Worksheet - LOCKED.xlsx

Upload Files
Click "Browse" to select a file. Each file can be no larger than 30MB.

File 1

Subrecipient Name		Grant Year	2017
Anticipated Performance Period Start & End Date		9/1/2017 to 8/31/2020	
Project Name			

Project Milestones		Anticipated Start Date	Anticipated Achieve Date
No.	Milestone Description		
1			
2			

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Program Addenda, continued

- Budget & Milestones Worksheet is completed
- Upload it to the Master Project ONLY
  - Coversheet now called Summary
  - Individual project tabs re-formatted

Please download and fill out Budget Worksheet and upload below (Master Project Only).

Download 20▮▮ Budget Worksheet LOCKED.xlsx

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

Key Changes in the HSGP for 2021 (1).pdf   View   Delete

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Commonwealth of Pennsylvania
Homeland Security Grant Program
2021 Budget Worksheet

Subrecipient Name:							Grant Program		Grant Year	2021

	Total	Personnel	LETPA	Planning	Organization	Equipment	Training	Exercise	M&A
	Allocation Amount	Maximum of: 50%	Minimum of: 25%		Maximum of: 50%				Maximum of: 5%
Project Name		$ -	$ -		$ -				$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

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Program Addenda, continued

- Fusion Projects – only filled out if this is a fusion project
    - Fusion Center – choose <mark>N/A</mark> unless this is a fusion project

        Name of the recognized fusion center this project supports.

    - Fusion Center Performance Measures – enter "non-applicable" unless this is a fusion project

Indicate how requested funding directly aligns to and reference any capability gaps identified during the center's most recent Fusion Center Assessment Report. In particular, each proposed project included in the fusion center Investment must reference the specific Fusion Center Performance Measures referenced in the FEMA Preparedness Grants Manual, Version 2; Pages A-25 to A-26. ♦

Character Count: 0/1500 characters.

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Application Certification

Continue to add additional projects

| Home | Help | Save | Print | Contact Us | Report | | Logout |

| Program | Applicant | Project Overview | Project Site | Narrative | Budget | Addenda | Certification |

Agency: Pennsylvania Emergency Management Agency
Applicant: pema
Web Application #: 8182055
Program: Homeland Security Grant Program

Application Certification

The following sections are incomplete. All required fields marked with a red diamond (◆) must be completed before you are able to submit this application:

Master Application

• You have less applications than the number specified in the master addenda.

Your application Is automatically saved as you work. Feel free to exit this application and return at a later time.

Questions?

Contact Information

- <mark>Application technical questions</mark> should be directed to DCED's help desk
  - Phone: 1-800-379-7448
  - Email: ra-dcedcs@pa.gov

- Fiscal questions
  - Jenny Baney, Fiscal Management Specialist 1
    - Phone: 717-346-3111
    - Email: jenbaney@pa.gov

- Programmatic questions:
  - Bob Goodman, Planner 2
    - Phone: 717-651-2163
    - Email: rogoodman@pa.gov
  - Nicholas Stoops, Planner 2
    - Phone: 717-346-3141
    - Email: nstoops@pa.gov

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