

Please use this link to modify projects-<https://apps.dced.pa.gov/esa-partner>
(Browsers IE Chrome work best)

PARTNER PROJECT MODIFICATION PROCESS

1. Login into ESA Partner Portal

ESA-Partner Application

Register Log In

Use a PA Login.Net account to log in

Email/UserID
The email/userid field is required.

Password
The password field is required.

Log in

[Register as a new user](#)
[Forgot your password?](#)

2. The following page will be displayed after the Login.

ESA-Partner Application

Hello c-kmoola@pa.gov Log off

[My Applications](#) [Request Access for Applications](#)
[My Profile](#)
[My Requests](#)
[My Invoice/Receipts](#)
[Denied Invoice/Receipts](#)
[Upload Documents](#)

Approved Applications

Agency Code	Agency Description	Program Name	Applicant Name	Web App ID	ESA ID	Requested Date	
PEMA	Pennsylvania Emergency Management Agency	Homeland Security Grant Program	NWTF J & S TESTING	8157399	201810042952	04/12/2019	Details

3. In 'My Applications" menu, use [Details](#) link to see or modify the application details.

[My Applications](#) [Request Access for Applications](#)
[My Profile](#)
[My Requests](#)
[My Invoice/Receipts](#)
[Denied Invoice/Receipts](#)
[Upload Documents](#)

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4. Clicking 'Details' link will open ESA (Electronic Single Application for partners).

Based on the role given by PEMA, Partner can either read, edit the application related pages, work with the workflow process or upload documents to ESA.

Roles given by PEMA in ESA

- Read-Only: When partner is given Read-Only access by PEMA, Partner could only read the application/project details.
- Workflow: When partner is given Workflow access by PEMA, Partner could edit the application related pages or can work with the workflow process.

- c. Upload documents: When partner is given Upload documents access by PEMA, Partner could upload the documents to the ESA applications Electronic Storage.
5. In ESA, on the left side of the page, there are few sections associated to the application.
 - a. **Approval** : This section has different pages related to application
 - Summary**: This page contains the important details of the application for quick reference.
 - Program and workflow**: Here the partner can see the list of PEMA employees that are assigned to particular workflow stops.
 - Event log**: This page contains a list of actions performed and responses received on the workflow process and on the application.
 - Comments**: Here the partner can add their comments to PEMA.
 - b. **Application Details**: This section contain the pages information submitted by the sub recipient from ESA Public site. This section include pages 'Profile, Site locations, Budget, Narrative and Addenda'.
 - c. **Funding**: This section contains the pages related to workflow process (Route Sheet), SAP Invoice, CVMU and CRP verification.
 - d. **Documents Management**: This is the repository of all the documents from ESA Public site, the ESA and the uploads from Partner portal.

The documents from ESA public site: Addenda attachments.

The documents from ESA: The partner can choose a document type and upload the documents here to further use them in workflow process.

In e-signature tab in workflow process (Route sheet page), these documents are attached and will be sent for approval to Grantee, OAG, OGC, Comptroller.

6. After making the changes to the application as partner, click on 'Applicant Rework Complete' button to let PEMA know that the changes are completed.

https://apps.uat.dced.pa.gov/esa-partner/(S(y1qja0gfdhcevzqayuk3uy2y))/Application.aspx?value=201810042952&age

Single Application For Partners

Required fields

- Approval
 - Summary
 - Program and Workflow
 - Event Log
 - Comments
 - Correspondence
- Application Details
 - Profile
 - Site Locations
 - Budget
 - Project Narrative
 - Original Narrative

NWTF J & S TESTING

Program: Homeland Security Grant Program (HSGP) Status: **Under Review**

Appl ID: 201810042952 SAP Contract #: Recommended Amt: **\$65,000.00**

[Linked Apps](#) [Narrative](#) [Applicant Info](#)

APPLICANT REWORK COMPLETE

ROUTESHEET - ORIGINAL CONTRACT

	Active	Adjustment	Requested Amount	Recommended Amount	Approved Amount	Start Date	End Date	Status
View	✓	Original Contract	\$65,000.00	\$65,000.00	0.00			Applicant Rework in Process
TOTALS:			\$65,000.00	\$65,000.00	\$0.00			

FUNDING LINE ITEM	Contract Info.	Appropriations	WFSignatures	eSignatures	RouteSheet Common
Requested Amount:	\$65,000.00		Recommended Amount:	\$65,000.00	

7. Here are all the accessible pages (on the left side Menu) for the partner for any given role.

PA
Single Application For Partners

Required fields

Approval

Summary
Program and Workflow
Event Log
Comments
Correspondence

Application Details

Profile
Site Locations
Budget
Project Narrative
Original Narrative
Attachments & Addenda

Funding

Route Sheet
CVMU
CRP Check
SAP Invoice

Miscellaneous

Program Office Tracking

Document Management

Electronic Storage

South Central Mountains Regional Task Force

Program: Hazardous Material Response Fund (HMRF) Status: Under Review

Appl ID: 201903064043 SAP Contract #: Requested Amt: \$1.00

[Narrative](#) [Applicant Info](#)

PROFILE

PROFILES Project Info Enterprise Type Costs / Fund Use

Expand All Signature Logged
 Yes No CR LI N/A

Applicant/Sponsor

Applicant/Sponsor

Name :	South Central Mountains Regional Task Force	CEO:	Phil Lucas
CEO Title :	Chair	Address:	881 Maurus Street
City :	St Marys	State:	PA
Zip :	15857	FEIN:	010000001
		D-U-N-S Number:	
NAICS Code:	9211	Find Code	SAP Vendor #:

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

Incorporated in PA:
Registered to do Business in PA:
Charitable Organization:

Contact Name :	Evalyn Fisher	Phone:	(267) 315-3493	Ext:	
Title :	Program Manager	PA Revenue Tax Box #:			
Fax :		Internet Access:	<input checked="" type="radio"/> Yes <input type="radio"/> No		
Email :	efisher@momoconsultingg				

Business Specifics

Business Specifics :

Current # of Full-Time Employees : Pennsylvania: World Wide:

Company Ownership : Minority Owned: Woman Owned:

If Minority is checked, then select (Optional) :

Sole Proprietorship
 S Corporation
 Partnership
 Limited Liability Corp
 Limited Liability Partnership
 C Corporation

Total Sales \$:	<input type="text"/>	R&D Investment (% of Budget):	<input type="text"/>
Total Export Sales \$:	<input type="text"/>	Employee Training Investment:	<input type="text"/>

Company/Occupant

Beneficial Owner/Developer