



# PACTT Grant- READY Checklist



## Have you?

- Registered [your organization](#) AND [yourself in Egrants](#)?
- Registered for a [Keystone Login](#)?
- Reviewed the [Keystone User Walkthrough guide](#)?
- Registered a minimum of two (2) distinct & current staff in Egrants?
- Reviewed the Egrants [New User Quick Start guide](#)?
- Downloaded and read [PCCD's Applicants' Manual](#)?
- Obtained a valid [Commonwealth ID number](#)?
- Registered with [SAM](#)?
- Obtained your [DUNS](#) number?
- Subscribed to [receive email notifications](#) when new funding opportunities open in Egrants?
  
- Reviewed the [Grant Application Walkthrough guide](#)?
- Reviewed the [General Grant Application guides](#)?
- Submitted ACH information using the Pennsylvania Electronic Payment Program (PEPP) Enrollment Form to the Commonwealth's Payable Service Center, Vendor Data Management Unit at (717) 214-0140 (fax)?
- Reviewed the [PACTT Elements of Participation](#)?

## Egrants Tips

- If you are not active in Egrants for 20 minutes, Egrants will time out. Any information entered after Egrants has timed out will not be saved in the application.
- The Egrants system does not like the "Back" button, please use "Save" or "Cancel" to get to another section.
- PCCD staff encourage you to draft a copy of your agency's grant in a Word document. This will reduce frustration if Egrants does not save your information.
- If you have questions about Egrants, please contact the Egrants Help Desk, which is available to assist with questions on business days from 8:00 a.m. until 4:00 p.m. Eastern Time at (717) 787-5887. The Egrants email address is: [RA-eGrantsSupport@pa.gov](mailto:RA-eGrantsSupport@pa.gov)

## Did you Know?

- PCCD has a brief overview of the [Competitive Grant process here](#) for your review.
- PCCD & PACTT have strict rules regarding Non-supplantation, please review the [Applicant's Manual](#) for more information.
- PCCD has final approval for all budgets.

