Frequently Asked Questions When Accessing Your Grant Agreement

1. Question: What are the email addresses listed for the 2 signatories?

You can verify the names and email addresses of the 2 signatories you listed by logging into your grant application. **These are the 2 people you listed, and <u>BOTH</u> are required to esign the grant agreement within 10 calendar days**.

       a)   Log into ESA, https://dced.pa.gov/singleapp and click on submitted applications (**first link, red ribbon**).

       b)   Scroll to the right and view. You can also print the application as it was submitted for future reference.

2. Question: How can I access my grant agreement and esign it?

Before you can access the grant agreement, **BOTH signatories MUST create a Keystone login associated with the email address the grant contract was emailed to.**   Once you do, **you will use that username and password to access the ESignature portal and esign the document**.

You must log into the eSignature portal with the username associated with the signatory's email address listed in your grant application. If you don't know who you listed as the signatory, please log into your grant application to verify that information (see question 1 above**).

3. Question: I don't remember my Keystone login information.

Please click on forgot password to reset it and a temporary password will be emailed to you. If you can't access your account, please use the information below to contact the Keystone Login help desk.

Contact the Keystone Login Help Desk for all questions, concerns and issues with Keystone Login. The help desk can be reached by phone at 877-328-0995 or by email at KeystoneLoginSupport@randstadusa.com.

4. Question: **I need to have my grant agreement emailed to a different email address.**

Answer: <u>BOTH</u> signatories listed in the grant application will need to create a Keystone Login Id associated with the email address the grant contact person listed for them in the grant application. If you don't know who is listed as the signatory, please log into your grant application to verify that information (**see question 1 above**).

    Instructions to access your grant agreement:

    1)   To sign in directly, please click here and sign in with your Keystone Login account credentials (username/password): https://apps.dced.pa.gov/eSignature/account/login

    2)   From there, once you log in, you should see a blue underlined link that reads "Review Request." Please click on it.

    3)   This will take you to the actual eSignature/Contracting page.

    4)   Please confirm that your name, title, and email address are entered correctly.

    5)   If they are, the PDF of the contract can be found about 2/3 of the way down on the right hand side if you want to save a copy for your records.

    6)   Scroll to the bottom of the page where you will see a red outlined legal disclaimer check box. Please check the box to acknowledge the disclaimer.

    7)   Directly above the legal disclaimer is a button that reads "sign." Please click it and you should see an automatic message of receipt pop up.

5. Question: Can you tell me if my contract has been esigned?

After **EACH** signatory has eSigned they will see the message below. Each signatory can log back in and verify they have esigned under the "**Completed Requests**" green tab in the Dashboard.

    message
    New Requests
    You have no "New" requests at this time that are associated with your email address "

6. Question: What can we purchase with the grant funds? Is turnout gear eligible?

The eligible categories and criteria your projects must meet is listed below**.** Our office can't determine if your projects are eligible. Projects are eligible if they meet the established criteria. I have listed the general information about eligible projects below. For the complete information please review the language in your grant agreement. If you need clarification of the language, you should review this document with your attorney.

Criteria

Projects are eligible if they meet the established criteria. Criteria can be found here: https://www.osfc.pa.gov/GrantsandLoans/Pages/COVID-19-Fire-Rescue-EMS-Grant.aspx . In an effort to be helpful, general information about eligible projects is outlined below. If you need clarification of the criteria, you should review this document with your attorney.

Criteria

Your p**rojects/services must be a necessary expenditure that your company would not have had were it not for the pandemic.**

- The purchases must fit into the eligible categories; see below

- Must be necessary expenditures incurred due to the public health emergency with respect to Covid19 during the period of 3/6/20 – 12/30/20.

- All projects/services must be something companies would not have had to purchase were it not for the pandemic. **All Program funding shall be used solely for necessary expenditures incurred due to the COVID-19 public health emergency during the covered period from March 6, 2020 to December 30, 2020.**

Eligible Categories

- o **Operational Expenses** – such as but not limited to:
    - ▪ Utilities
    - ▪ Insurance
    - ▪ Apparatus Repairs/Fuel
    - ▪ Personal Protective Equipment
    - ▪ Lost Revenues due to Pandemic Restrictions (see above)
- o **Expenses for cleaning, sanitizing and disinfecting of equipment and property or other expenses incurred to prevent the spread of communicable illnesses.**

Lost Revenues requirements per federal guidance

- ▪ Lost Revenues due to Pandemic Restrictions. Program funds may be used to supplement operational expenses incurred by the lack of opportunities for fund raising and the inability to create revenue due to compliance with measures to prevent the spread of COVID-19.   **A Fire, Rescue or EMS company must be able to demonstrate, if requested**, that

- a) **its financial hardships are due to COVID-19, and**
- b) **that the purpose/use of the grant will be to help offset those losses.**
    - ▪ Example: If a volunteer fire, rescue or EMS company held fundraisers in the past to pay their annual operating expenses but were prevented from holding those fundraisers due to COVID-19 restrictions, they can use grant funds from this program to cover those

expenses. The United States Treasury's Office of Inspector General, the United States Government Accountability Office, Single Audit Act auditors and other may seek to audit CARES ACT funds to determine that COVID-19 is the basis for the harm to be remediated by the grant.

o **Documentation and maintenance of the records of proceeds from past fundraisers and the loss of such during the COVID-19 pandemic (March 6 to December 30, 2020) will be the responsibility of each grant subrecipient**. **The subrecipient will be required to include the documentation with its Final Report**