Certification Guidance for the COVID-19 Crisis Emergency Medical Service Grant (CEMS)

To begin your application, log into the Electronic Single Application for Assistance. https://dced.pa.gov/singleapp

If you already have an existing username and password, you DO NOT need to register for a new one.

General Facts
- Create a New Keystone Login Account – Registration
  - Click Register and enter all of the information into the fields with a red asterisk (*) next to them.
  - You will be asked to create your profile, login information and security questions.
  - If you have already created an account with another agency whose application uses the Keystone Login Service, you do not need to register another account with us.
  - If you create a Keystone Login account with us, you will be able to use this account with other agencies that use Keystone Login.
  - Additional information may be required for these agencies.
- Keystone Login Services
  - There are many account options that can be configured for your Keystone Login account. Please see the help documents provided by the Keystone Login Service.
  - Keystone Login account assistance or password resets, please contact the Keystone Global Help Desk at 877-328-0995.
  - If you need application technical assistance, please contact the DCED Customer Service Center Monday-Friday 8:30AM-5PM at 800-379-7448.

Applications are best applied for by using Internet Explorer or Google Chrome and have not been tested with other browsers.

Electronic Single Application Login In Screen:
https://dced.pa.gov/singleapp

IF AT ANY TIME YOU NEED TECHNICAL ASSISTANCE, PLEASE CALL DCED CUSTOMER SERVICE M-F 8:30AM-5PM
1-800-379-7448 or EMAIL: ra-dcedcs@pa.gov
UPDATING YOUR USER SETTINGS AFTER LOGIN: Click User Settings in the red ribbon, select government and enter information for all red diamond fields. Then click update.

Fill out information for all fields. FEIN= 9 digits; no dashes or spaces.

Once complete, click on update.
HOW TO NAVIGATE THE ESA HOME SCREEN AND BEGIN A NEW APPLICATION FOR CERTIFICATION

1. Enter your project name, example: My Township CEMS Grant
2. Select NO, you do not need help selecting your program.
3. Click Create A New Application

If you had to come back, find your incomplete application and click on edit to resume submission.
SELECTING A PROGRAM: Search for program by Keyword: EMS, then click on SEARCH and APPLY

1. Program Name
   EMS

2. Sort By
   Program Name

3. Search Results
   COVID-19 Crisis Emergency Medical Service Grant (CEMS)
   Pennsylvania Emergency Management Agency
   Act 10 2022 established the EMS Covid grant program to provide funding to eligible EMS companies, to be used to provide services in response to the novel coronavirus pandemic. Eligible EMS companies must certify to be awarded a grant.
   Additional Information: Guidelines
REQUIREMENTS: Enter the code you received in your EMS Letter/Packet. Check the box to acknowledge and click continue to enter the application for certification.

Please refer to your EMS Letter/Packet for your code.

**Please note** Pursuant to Act 10 of 2022, no application is required to receive grant funding for this program. This is only an application to submit your certification, NOT an application to receive grant funding. If you are a self-certified EMS company, duly-licensed by the Commonwealth of Pennsylvania pursuant to section 8128 of the EMS Systems Act, 36 Pa. C.S. § 8128, you will receive a grant award pursuant to Act 10 of 2022.

To complete a certification on behalf of your EMS company, you will be asked to provide the following information:

1. **DUNS Number**
   - All entities wishing to do business with the federal government must have a unique entity identifier (UEI). Currently, the DUNS number, which is a unique nine-character identification number provided by Dun & Bradstreet (D&B) free of charge, is the official UEI. D&B assigns UEI (DUNS) numbers for each physical location of a business. Requesting a UEI (DUNS) takes about 10 minutes. Receiving a UEI (DUNS) takes 1-2 business days (under normal circumstances) when using the D&B web form. The federal government uses Unique Entity Identifier (UEI) numbers to track how federal money is allocated. [https://www.dnb.com/duns-number/set-a-duns.html](https://www.dnb.com/duns-number/set-a-duns.html)
   - A 12-digit Unique Entity Identifier (UEI) Number will be provided by SAM and accompanies an active SAM Registration.

2. **Active SAM Registration**
   - You must have an active registration in the System for Award Management (SAM). There is no charge to register or maintain your organization's SAM registration.
   - You must renew your SAM registration every year to remain in active status. You can apply for (or renew) your SAM registration for free on the [FindSAM.gov website](https://www.sam.gov). You will need your DUNS number to complete this registration.
   - Please note that SAM registration can take up to three weeks for processing. Delaying your SAM registration may affect how quickly you receive your grant funds.

3. **FFATA Form (found on the Addenda page)**
   - You will need to download and complete a Federal Funding Accountability and Transparency Act Sub-Recipient Data Sheet (FFATA Form). You will need your DUNS number to complete this form.

4. **Active Commonwealth Vendor Number**
   - All entities wishing to do business with the Commonwealth of Pennsylvania must have an active Commonwealth Vendor Number (CVN) for procurement purposes. The CVN is a unique nine-character identification number assigned by the Commonwealth of Pennsylvania to entities doing business with the Commonwealth. In order to be awarded a contract, you must have a valid CVN. [https://www.budget.state.pa.us/Vendor/SubmitCVN.asp](https://www.budget.state.pa.us/Vendor/SubmitCVN.asp)
   - You must have a PA Contract Number (PA CN) for all emails to the Commonwealth of Pennsylvania. The PA CN is a unique nine-character identification number assigned by the Commonwealth of Pennsylvania to entities doing business with the Commonwealth. In order to be awarded a contract, you must have a valid PA CN. [https://www.budget.state.pa.us/Vendor/SubmitPACN.asp](https://www.budget.state.pa.us/Vendor/SubmitPACN.asp)

5. **Supplies and Equipment (S&B) Contracting**
   - All entities wishing to do business with the Commonwealth of Pennsylvania must have an active Commonwealth S&B Contracting Number (S&B CN) for procurement purposes. The S&B CN is a unique nine-character identification number assigned by the Commonwealth of Pennsylvania to entities doing business with the Commonwealth. In order to be awarded a contract, you must have a valid S&B CN. [https://www.budget.state.pa.us/Vendor/SubmitSBCN.asp](https://www.budget.state.pa.us/Vendor/SubmitSBCN.asp)
   - You must have a PA CN for all emails to the Commonwealth of Pennsylvania. The PA CN is a unique nine-character identification number assigned by the Commonwealth of Pennsylvania to entities doing business with the Commonwealth. In order to be awarded a contract, you must have a valid PA CN. [https://www.budget.state.pa.us/Vendor/SubmitPACN.asp](https://www.budget.state.pa.us/Vendor/SubmitPACN.asp)

6. **Active Commonwealth Vendor List (CVL) Registration**
   - You must have an active Commonwealth Vendor List (CVL) registration for all contracts. The CVL is a unique nine-character identification number assigned by the Commonwealth of Pennsylvania to entities doing business with the Commonwealth. In order to be awarded a contract, you must have a valid CVL.

7. **Active PA Contract Number (PA CN) Registration**
   - All entities wishing to do business with the Commonwealth of Pennsylvania must have an active PA CN Registration for all contracts. The PA CN is a unique nine-character identification number assigned by the Commonwealth of Pennsylvania to entities doing business with the Commonwealth. In order to be awarded a contract, you must have a valid PA CN.

8. **Active Commonwealth S&B Contracting (S&B CN) Registration**
   - All entities wishing to do business with the Commonwealth of Pennsylvania must have an active S&B CN Registration for all contracts. The S&B CN is a unique nine-character identification number assigned by the Commonwealth of Pennsylvania to entities doing business with the Commonwealth. In order to be awarded a contract, you must have a valid S&B CN.

By checking this box, you certify that you have read and understand the requirements prior to beginning the application for certification. Once you check this box you may continue into the application.
**APPLICATION INFO:** Fill out all red diamonds, then click continue.

- **Red Diamonds:** Required fields. You must fill out all red diamonds in order to successfully submit the application.
- **Blue Diamonds:** Conditional fields. If you updated your user settings prior to beginning the application for certification, you can click on use account information to pre-populate a majority of this page.
- **All RED Diamonds are required information fields. You must fill out all red diamonds in order to successfully submit.**

**Application for Certification Page Hyperlinks:**
- To move from page to page within the app.

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** Applicant Information **

To copy your registration information into the application, click the "Use Account Information" button below.

<table>
<thead>
<tr>
<th>Applicant Entity Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Limited Liability Partnership</td>
</tr>
<tr>
<td>Partnership</td>
</tr>
<tr>
<td>Government</td>
</tr>
<tr>
<td>Non-Profit Corporation</td>
</tr>
<tr>
<td>Sole Proprietorship</td>
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<tr>
<td>Limited Liability Company</td>
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<tr>
<td>S Corporation</td>
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<tr>
<td>C Corporation</td>
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</tbody>
</table>

** Applicant Information Fields **

- **Applicant Name:**
- **NAICS Code:**
- **FEIN/SSN Number:**
- **DUNS Number:**
- **UEI Number:**
- **Top Official/Signing Authority:**
- **Title:**
- **SAP Vendor #:**
- **Contact Name:**
- **Contact Title:**
- **Phone:**
- **Fax:**
- **E-mail:**
- **Mailing Address:**
- **City:**
- **State:**
- **Zip Code:**
PROJECT SITE: Select County and Municipality. House and Senate should auto-populate. Then Click continue.
PROJECT NARRATIVE: You do not need to complete this section, please click on continue to proceed.
ADDENDA: Fill out all RED DIAMOND required fields, select one or more funding categories, download forms and FAQ’s, Download, fill out and upload your filled out FFATA Form, enter signing authority information (2 different individuals and emails) and click continue once all red diamonds have been satisfied.
ADDENDA Continued.

6. Federal Funding Requirements
- By checking this box, the EMS agency acknowledges that the Emergency Medical Services Recovery Grant Program is being funded with federal dollars appropriated to the Commonwealth (the "ARPA Act"), and therefore, EMS agency agrees to abide by all associated federal requirements. Federal requirements can be found here:

6. Commonwealth Terms and Conditions
- By checking this box, I have downloaded and read the additional specific Commonwealth Terms and Conditions and I agree to abide by these Terms and Conditions, which will be:
  Download Commonwealth Standard Terms and Conditions - Grant Agreements (OSFC) Revised March 2022.pdf

B. FFATA Requirement
- Please download, fill out and re-upload your FFATA Form (for Federal Reporting Purposes). Please leave the contract number on the form BLANK.
  Download FFATA (Blank) Form.pdf

Authorized Representative (President/VP of EMS Agency)
- First Name
- Last Name
- Title
- Email Address

2nd Authorized Representative (Secretary/Treasurer of EMS Agency)
- Must include TWO different Signatory Authority Individuals and Emails
- First Name
- Last Name
- Title (must differ from above)
- Email Address (must differ from above)

[File Upload Section]
- File 1: Choose File
- No file chosen

Continue
CERTIFICATION PAGE – with missing items.

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.
- All conditional fields marked with a blue diamond (♣) may be required to be completed before you are able to submit this application.

Applicant

- DUNS Number is Required
- UEI Number is Required

Addenda

- 2 Authorized Email is required.

If you did not complete all RED Diamonds, the certification page will tell you what is still needed before you can successfully submit.

Click on the underlined page name and enter the fields as noted.

Your application is automatically saved as you work. Feel free to exit this application and return at a later time.
CERTIFICATION PAGE—no missing items. Check the electronic signature agreement. Select that you are an authorized representative of the company. Type your name (whomever is entering the application information; first and last). Check the electronic attachment agreement. Click on Submit application.
CERTIFICATION CONFIRMATION AND SINGLE APPLICATION ID#

This will be the ONLY notice that you’ve successfully submitted your application.

A 12 Digit Single Application ID# Generates ONLY UPON SUCCESSFUL completion and submission of your application for certification. Nothing further is needed at this time.

If you would like to print a copy or save to PDF a copy of your application of certification, you may click here to do that and save to your local PC. Otherwise, you can find your submitted applications by clicking on HOME and then SUBMITTED APPLICATIONS in the red ribbon.