



EMERGENCY MEDICAL SERVICES FUNDING ASSISTANCE PROGRAM (FAP)

FUNDING ASSISTANCE PROGRAM APPLICATION CHECKLIST

This checklist has been created to assist you in preparation to submit your [EMS FAP](#) application and FAP Expense Report application. The service director will need to perform the following steps to complete the [EMS FAP](#) grant application for SFY 2021.

All Wisconsin EMS applications are located in the Wisconsin [E-Licensing](#) system. The following steps will assist you in your application submission process:

- Review the [FAP Guidance document, P-02422](#) (PDF), the [Frequently Asked Questions document, P-02422B](#) (PDF) and the [FAP Purchasing Guide, P-02422A](#) (PDF) before starting the application process.
- Verify service demographic information, including the service federal employer ID number in [E-Licensing](#). If you find incorrect information, please complete the [F-02570 Emergency Medical Services E-Licensing Service Demographic Information](#) and send it to your [EMS regional coordinator](#). Do not begin either the FAP application or FAP Expenditure Report application in E-Licensing until the information has been updated in E-Licensing.
- Provide signed [Municipal Signature and Population Verification, F-47255](#) (PDF) forms from each of your municipalities or attach them to the application. If you have completed the FAP application process for state fiscal year (SFY) 2020, and your primary service area has not changed, you can use the data collected on the SFY 2020 form.
- Complete and submit the FAP application in [E-Licensing](#)
- If your service received funds for SFY 2020, gather all documentation of expenditures of FAP funds from SFY 2020. Use this information to complete and submit your Service Expenditure Report application in [E-Licensing](#).
- Complete the [W9 Request for Tax Payer Identification Number and Certification](#) document. Submit the form and any requests for [STAR assistance](#) to DHSDESBFSVendorVAL@dhs.wisconsin.gov. EMS Section staff will not be able to answer questions pertaining to STAR.
- Complete the DOA-6460 New Supplier Form document and submit the form and any requests for [STAR assistance](#) to DHSDESBFSVendorVAL@dhs.wisconsin.gov. EMS Section staff will not be able to answer questions pertaining to STAR.

For more [FAP information](#) or assistance, please contact [EMS regional coordinator](#)