

GRANT BRIEFING DOCUMENT

rev. 2/13/13

From:

Name: JEANNE S. COUGHLIN Dept: FIRE Phone: 410-263-7975

This is a request to

- review, approve, and/or sign a grant agreement/award
- other

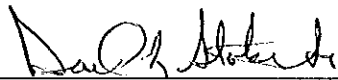
Grant title: MIEMSS FY2014 ALS GRANT

Grantor: MIEMSS - STATE OF MARYLAND Amount: \$ 7,500

Attestation:

- Match is *not* required.
- Match is required. Match will be met in the form of ¹ _____

I attest that this asset has been approved/appropriated in ² _____



Department Director signature

FIRE

Dept

2/6/14

Date

Routing	Initials	Date		Comments
		In	Out	
<input checked="" type="checkbox"/> originating Dept Director	<u>DJS</u>	<u>2.6.14</u>	<u>2.6.14</u>	
<input type="checkbox"/> Grants Coordinator	_____	_____	_____	_____
<input type="checkbox"/> Finance Director	_____	_____	_____	_____
<input type="checkbox"/> City Attorney	_____	_____	_____	_____
<input type="checkbox"/> City Manager	_____	_____	_____	_____
<input type="checkbox"/> Mayor	_____	_____	_____	_____
<input type="checkbox"/> City Clerk	_____	_____	_____	_____
<input type="checkbox"/> Finance Committee	_____	_____	_____	_____
<input checked="" type="checkbox"/> Finance Dept	_____	_____	_____	_____

Return to Originating Department

GRANT Briefing Document, continued

Provide a short narrative. Include:

-program description	- purpose of funds	- due dates
-grant period	-amount of request or award	
-special features, e.g., environmental impact implications, notarization required		

Every year the City of Annapolis Fire Department jurisdiction receives their share of the funds awarded from MIEMSS (Maryland Institute of Emergency Medical Services System) to their Region III for ALS (Advanced Life Support Training).

This signed agreement is due back to MIEMSS no later than February 24, 2014.

There is no match required for these funds. This is 100% reimbursement of training that is required for our personnel.

We use the funds as required by the grant for ALS Training to include:

- Sending personnel to EMT-P or EMT-I College Licensure Programs
- Advanced Cardiac Life Support Classes
- Pediatric Advanced Life Support Classes
- On-line Recertification Classes

Requests for reimbursement must be received by MIEMSS from the Annapolis Fire Department by June 15, 2014. And by September 1, 2014, the Annapolis Fire Department must provide to MIEMSS an itemized statement of expenditures, showing how the funds were spent.

¹ Examples: cash match, equipment loan, staff salaries, volunteer time, contribution from non-City agency.

² Examples: FY___ Operating Budget, a memorandum of understanding, City Council resolution/ordinance.