

GA-26-18

GRANT BRIEFING DOCUMENT

rev. 2/13/13

From:

Name: Jeanne Coughlin Dept: FIRE Phone: 410-263-7975 x 6740

This is a request to

- ☒ review, approve, and/or sign a grant agreement/award
- ☒ other Add funds to our Training Account

Grant title: MIEMSS ALS Grant FY2018Grantor: MIEMSS - State of Maryland Amount: \$ 5928.00

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

11/14/17

Date

Routing

	Initials	Date		Comments
		In	Out	
<input checked="" type="checkbox"/> originating Dept Director	<u>(JLS)</u>			
<input checked="" type="checkbox"/> Grants Coordinator	<u>ADP</u>	<u>11/15</u>		<u>to law 11/15</u>
<input checked="" type="checkbox"/> Finance Director	<u>BDM</u>	<u>11/28</u>		
<input checked="" type="checkbox"/> City Attorney	<u>(J)</u>	<u>11/16</u>	<u>11/17</u>	<u>to finance</u>
<input checked="" type="checkbox"/> City Manager	<u>(A)</u>	<u>11/28</u>	<u>11/28</u>	
<input checked="" type="checkbox"/> Mayor				<u>signed</u>
<input checked="" type="checkbox"/> City Clerk	<u>Rewe</u>	<u>11/30</u>	<u>11/30</u>	
<input checked="" 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		

Each year the City of Annapolis Fire Department requests their share of the funds allocated to Region III from MIEMSS (Maryland Institute of Emergency Medical Services Systems) for ALS Continuing Education Training Reimbursement.

These funds are used to reimburse ALS Continuing Education Training required for the Annapolis Fire Department. There is no match required.

This FY2018, the Annapolis Fire Department was advised that their share is \$5,928.00. This request is to add these funds to our training account for expenditure and reimbursement.

The agreement is attached and needs to be approved and signed and back to the Fire Department in time for us to get it back to MIEMSS no later than December 15, 2017.

This training and all invoices for reimbursement are due to MIEMSS from the Annapolis Fire Department by June 15, 2018. By September 1, 2018, the Annapolis Fire Department will provide MIEMSS with an itemized list of expenditures purchased with these funds. Since there is no real property purchased with these funds there is no requirement for insurance.

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.



GRANT BUDGET FORM

11/14/2017

Grant Title MIEMSS FY2018 ALS Grant Funding

Grant Award (\$) 5,928.00

Originating Department(s): FIRE Department

Dept Contact (Name/Phone): Jeanne Coughlin 410-263-7975 x 6740

Expenditure Account	Revenue Source				Total per Expend. Type	Comments
	Federal	State	Local (Matching)	Other		
Salaries					0.00	
Benefits					0.00	
Overtime					0.00	
Supplies					0.00	
Telephone					0.00	
Electricity					0.00	
Fuel and Oil					0.00	
Training & Education		5,928.00			5,928.00	
R & M - Equipment					0.00	
Special Programs					0.00	
Contract Services					0.00	
Capital Outlay					0.00	
other (fill-in)					0.00	
other (fill-in)					0.00	
other (fill-in)					0.00	
other (fill-in)					0.00	
other (fill-in)					0.00	
other (fill-in)					0.00	
Total	0.00	5,928.00	0.00	0.00	5,928.00	

TOTAL EXPENDITURES: **5,928.00**

* May be different from Grant Award \$ if there is a match requirement.

X Match is not required.

[Signature] 11/14/17
Department Director Signature/Date

FIRE

Department

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/Date

Department

COMMENTS:

This is to add the Annapolis Fire Department share of MIEMSS funding to our account in MUNIS for reimbursement of required ALS Continuing Education Training

⁽¹⁾ Examples (include dollar amounts if applicable): 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.

Advanced Life Support Education Grant Agreement

This Agreement, entered into as of the date of the last signature, between the Maryland Institute for Emergency Medical Services Systems ("MIEMSS") located at The Murphy Building, 653 West Pratt Street, Baltimore, Maryland 21201 and the City of Annapolis, Maryland, municipality of State of Maryland, on behalf of Annapolis Fire Department (the "Association") located at 1790 Forest Drive, Annapolis, Maryland 21401 is subject to the following terms and conditions:

1. MIEMSS is extending to the Association a grant in the amount of \$5,928.00 (the "Grant") which shall be used by the Association for ALS Continuing Education
2. The Grant may only be used for initial Advanced Life Support training and relicensure which meets the course requirement Standards of the National Department of Transportation as approved by the Regional EMS Advisory Council. Grant funds may not be used for prerequisite courses. Any expenditure of Grant funds that is not consistent with the purposes stated in paragraph 1 may, in the unfettered judgment of MIEMSS, be disqualified. Should any expenditure be disqualified or should the Association violate any of the terms of this Agreement, MIEMSS may require repayment to the Maryland Emergency Medical System Operations Fund (the "EMS Fund"), an offset from any State grant to the Association in the current or succeeding fiscal year, and/or take other appropriate action. The Association shall repay to the EMS Fund any part of the Grant which is not used for the purposes stated in paragraph 1 within 2 years after the date of this Agreement.
3. The Association may not sell, lease, exchange give away or otherwise transfer or dispose of real or personal property or any part of or interest in real or personal property acquired with Grant funds without the prior written consent of MIEMSS. The Association shall give MIEMSS written notice at least 30 days before any such proposed transfer or disposition. Any proceeds from a permitted transfer or disposition shall be applied to repay to the EMS Fund a percentage of that portion of the Grant attributable to the particular real or personal property transferred or disposed of, unless MIEMSS and the Association agree to other terms and conditions. The percentage shall be equal to the percentage of the unadjusted basis of the property that would remain if the property had been recovery property and if all allowable deductions had been taken up to the time of disposition under the Accelerated Cost Recovery System

(ACRS) specified in the United States Internal Revenue Code, Section 168(b)(1). MIEMSS shall have the right to make any elections available in connection with that computation.

4. For any item of real or personal property that is acquired with Grant funds and has an original fair market value of Five Thousand Dollars or more, the Association shall, at its own expense, and for the reasonable useful life of that item or for 5 years, which ever is less, obtain and maintain insurance. The insurance shall provide full protection for the Association and the EMS Fund and the State against loss, damage, or destruction of or to the real or personal property. The Association shall, on request, provide MIEMSS with satisfactory evidence of its compliance with this requirement. Proceeds of insurance required by this paragraph shall be applied toward replacement of the real or personal property or toward the partial or total repayment to the EMS Fund of the Grant, in the sole discretion of MIEMSS.
5. The Association may not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin or any other characteristic forbidden as a basis for discrimination by applicable laws. The Association shall certify that its Constitution or By-Laws contains a non-discrimination clause consistent with the Governor's Code of Fair Practices.
6. The person executing this Agreement on behalf of the Association certifies, to the best of that person's knowledge and belief, that:
 - A. Neither the Association, nor any of its officers or directors, nor any employee of the Association involved in obtaining contracts with or grants from the State or any subdivision of the State, has engaged in collusion with respect to the Association's application for the Grant or this Agreement or has been convicted of bribery, attempted bribery, or conspiracy under the laws of the United States or any state;
 - B. The Association has not employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee or agent working for the Association, to solicit or secure this Grant or this Agreement, and the Association has not paid or agreed to pay any such entity any fee or other consideration contingent on the making of the Grant or this Agreement;
 - C. The Association, if incorporated, is registered or qualified in accordance with the Corporations and Associations Article, Annotated Code of Maryland is in good standing, has filed all

required annual reports and filing fees with the Department of Assessments and Taxation and all required tax returns and reports with the Comptroller of the Treasury, the Department of Assessments and Taxation, and the Employment Security Administration, and has paid or arranged for the payment of all taxes due the State;

- D. No money has been paid to or promised to be paid to any legislative agent, attorney, or lobbyist for any services rendered in securing the passage of legislation establishing or appropriating funds for the Grant;
 - E. Neither the Association, nor any of its officers or directors, nor any person substantially involved in the contracting or fund raising activities of the Association, is currently suspended or debarred from contracting with the State or any other public entity or subject to debarment under Regulation 21.08.04.04 of the Code of Maryland Regulations.
- 7. **In order to receive payment of the award amount, the Association must provide MIEMSS with copies of invoices for the training and a letter on the Association's letterhead requesting reimbursement. The letter shall include the Association's Federal I.D. and correct address, and shall be mailed to Michelle Bell, Office Manager, Maryland Institute for Emergency Medical Services Systems, 653 West Pratt Street, Baltimore, Maryland 21201. All reimbursement requests along with appropriate supporting documentation must be received in this office by June 15, 2018.**
 - 8. **On or before September 1, 2018, the Association shall provide to MIEMSS an itemized statement of expenditures, showing how the funds under this agreement were expended verified by an officer of the Association. The Association shall retain bills of sale, records and other satisfactory evidence of the acquisition, maintenance and retention of any real or personal property for at least 3 years after the date of this Agreement. MIEMSS, the Maryland Department of Budget and management, the State Comptroller, and the Legislative Auditor, or any of them, may examine and audit this evidence, on request, at any reasonable time within the retention period.**
 - 9. The law of Maryland shall govern this Agreement.
 - 10. This Agreement shall bind the respective successors and assigns of the parties.

11. The Association may not sell, transfer, or otherwise assign any of its obligations under this Agreement, or its rights, title, or interest in this Agreement, without the prior written consent of MIEMSS.
12. No amendment to the agreement is binding unless it is in writing and signed by the parties.
13. The individual executing this agreement on behalf of the Association represents that he or she is authorized by the Association to do so.

(the remainder of this page is intentionally blank)

IN TESTIMONY WHEREOF, the parties have executed this agreement
effective the date first above written:

Witness or Attest:

City of Annapolis

Signature

By: _____

Signature

Date Signed: _____

Printed Name

Printed Name

Title: _____

Title: _____

The Maryland Institute for
Emergency Medical Service
Systems

By: _____

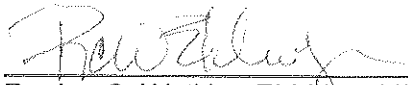
Date Signed: _____

Title: _____

Approved as to form and legal sufficiency this _____ day of _____, 2017.


Assistant Attorney General

ATTEST:



Regina C. Watkins-Eldridge, MMC,
City Clerk

CITY OF ANNAPOLIS

By: 

Michael J. Pantelides, Mayor (Seal)

APPROVED FOR FINANCIAL SUFFICIENCY:



Bruce T. Miller, Director
Finance Department

REVIEWED AND APPROVED BY:



Thomas C. Andrews, City Manager

REVIEWED AND APPROVED BY:

David L. Stokes, Sr., Chief
Annapolis Fire Department

APPROVED FOR FORM AND LEGAL SUFFICIENCY:



OFFICE OF THE CITY ATTORNEY