



**County of Hanover**

**Board Meeting: March 12, 2014**

**Subject:** Acceptance of Grant Award and Appropriation – Fire•EMS - \$85,898 – Toughpads

**Summary of Agenda Item:** Hanover Fire•EMS received a grant from the State Office of Emergency Medical Services (OEMS) in the amount of \$85,898 to purchase twenty nine (29) units of the Panasonic Toughpad. This will outfit OEMS licensed EMS vehicles with a Toughpad. Hanover County will be responsible for software, vehicle mounts, and accessories which will be paid for out of existing funds in the CIP.

Finance and Management Services concurs with this request.

**County Administrator's Recommended Board Motion:** Accept the State OEMS grant award and approve an appropriation in the amount of \$85,898 to the FY14 Capital Improvements Program (CIP) budget.

**COUNTY OF HANOVER, VIRGINIA**  
Budget Supplement Detail

Department: CIP - Department of Fire and EMS

**Capital Improvements Program Fund**

Revenues:

    Additions to Revenues

        Categorical State Aid

            Fire/EMS - OEMS

\$85,898

        Total additions to revenues

\$85,898

Expenditures:

    Additions to Expenditures

        Fire EMS

            Operational Expenditures

\$85,898

        Total additions to expenditures

\$85,898

Net Change to Fund

\$85,898



# COMMONWEALTH of VIRGINIA

## Department of Health

February 20, 2014

Tina Capece  
Hanover Fire EMS  
PO Box 470  
Hanover, VA 23069

Dear Grant Administrator:

The Office of Emergency Medical Services (OEMS) is pleased to announce that your agency has been awarded funding from the *Virginia Pre Hospital Information Bridge (VPHIB) Special Initiative Grant Program*. The attached Award Page itemizes the actual dollar value, quantity, funding level and item(s) your agency has been awarded under this program. **All items must be ordered as soon as possible and submission for reimbursement must be made by May 31, 2014, grant deadline.** The following documents have been included in your grant award package:

- **Memorandum of Agreement:** All three (3) pages of this document must be signed and returned by **March 14, 2014**. Original or faxed copies will be accepted.
- **Instructions for Grant Reimbursement:** All items must be submitted in order to process your reimbursement.
- **Equipment Status/Final Report Form:** This form must be submitted sixty (60) days after the grant cycle deadline.

**The following Special Conditions apply to your grant award, OEMS will not reimburse for your grant award until these conditions have been fully met:**

- Agency must enable "Auto-Post/Sync" within the ImageTrend application. Enabling Auto-Post allows EMS records to be simultaneously submitted to the OEMS' VPHIB system. Auto-Post is located in the Field Bridge preferences under the setup tab of ImageTrend's Service Bridge.
- If using EMS Charts or Zoll EMS software products Web services must be setup for real-time or near real-time (within 12 hours) submission. Web services are made available upon EMS agency request directly to their vendor EMS Charts or Zoll support. Agencies using other EMS software vendors agree to establish Web services / real-time submission if it becomes available from their vendor.
- Computer awards require establishment of internet account; providing OEMS with agency e-mail address.
- Acknowledgment must be provided on any printed material, equipment or vehicle as follows: "Project made possible by a grant from the Virginia Office of Emergency Medical Services, Virginia Department of Health."
- Must be compliant with submitting EMS data including the minimum dataset prescribed technical format as required by Virginia Code §32.1-116.1.
- Must use awarded hardware to comply with pre-hospital patient care reporting of the OEMS minimum dataset in the technical format prescribed by OEMS.

If your agency was not awarded for all items requested, it is recommended that you apply for the Rescue Squad Assistance Fund (RSAF) grant program by the March 17, 2014 deadline. If you have any questions, please contact Amanda Davis, Grant Manager at (804) 888-9106, [Amanda.Davis@vdh.virginia.gov](mailto:Amanda.Davis@vdh.virginia.gov) or Linwood P. Pulling, Grant Specialist at (804) 888-9105, [Linwood.Pulling@vdh.virginia.gov](mailto:Linwood.Pulling@vdh.virginia.gov) or 1-800-523-6019 for additional grant information.

Congratulations,

Gary R. Brown, Director  
Virginia Office of Emergency Medical Services

Enclosures

Office of Emergency Medical Services  
Consolidated Grant Program

AWARD PAGE

February 1, 2014 - January 31, 2015 Grant Period

Agency Name: HANOVER FIRE EMS

Grant Number: MR-C05/01-14

<u>Item Type (Item)</u>	<u>Status</u>	<u>Quantity Funded</u>	<u>Funding % Level</u>	<u>Amount Funded</u>
Computer Hardware (VPHIB HARDWARE (COMPUTERS))	FUNDED	29	100	\$85,897.42
				<u>\$85,897.42</u>

# Instructions For Grant Reimbursement Virginia Pre Hospital Information Bridge (VPHIB) Special Initiative Grant

*Review all instructions completely.*

1. Read the Memorandum of Agreement form (MOA), the Authorized Agent must initial the first two pages and complete the Verification portion on the third page and **submit by March 14, 2014** after receiving the **Award Letter and Award Page**. The Office of EMS (OEMS) will sign the form and send the original back to your agency, please keep a copy for your file.
2. **NEW REGULATION:** As per State of Virginia audit requirements, grantees must submit the front page of the letter provided by the IRS issuing their Federal Identification Number (FIN). If your organization has recently become a Not-For-Profit organization and has not received a FIN, reimbursement cannot be processed until documentation showing the issuance of a FIN can be submitted.
3. Purchase item(s) awarded as stated on the Award Page. You must comply with ALL special conditions listed on your Award Letter and all terms on the Memorandum of Agreement form. ***Purchase(s) must be made as soon as possible after your award date of February 20, 2014 and completed prior to the end of the grant period, May 31, 2014.***
4. Reimbursement of grant awards - Submit a copy of an itemized, dated, numbered vendor invoice(s) to OEMS for reimbursement. Invoice(s) are to be submitted to OEMS after the item(s) are received by grantee. Any grant for which appropriate proof of purchase has not been received within thirty days after the grant period ends will be considered expired.
5. Equipment Status/Final Report Form must be submitted to OEMS within sixty days after the equipment /project is received/completed by grantee. All items must be listed on your report form with a serial number provided if applicable.
7. Item(s) awarded can't be sold, transferred or disposed of within five (5) years of purchase, without **prior approval** from OEMS. See award letter for additional grant conditions.
8. Any questions can be directed to Amanda Davis, Grant Manager at (804) 888-9106 or Linwood P. Pulling, Grant Specialist at (804) 888-9105.

## Federal Identification Number Information

To obtain information on becoming a 501c3 agency, you should request Publication 557, "Tax-Exempt Status For Your Organization." This publication can be obtained by contacting your local IRS office or you can order it by calling 1-800-829-3676.

Internet users can use the following:

Telnet	fedworld.gov
File transfer	ftp.fedworld.gov
World Wide Web	www.ustreas.gov

**OEMS VPHIB Special Initiative Grant Program  
Memorandum of Agreement**

Complete and return whole document (3 pages) via mail or fax, OEMS will sign and send back to the awarded agency. Please keep a copy of this document for your records.

As a grantee under the terms of the Office of the Emergency Medical Services (OEMS), Virginia Pre Hospital Information Bridge (VPHIB) Special Initiative Grant Program, the undersigned hereby agrees to abide and comply by the following requirements, per *Virginia Emergency Medical Services Regulations* 12VAC5-31 Part VIII Financial Assistance for Emergency Medical Services:

**1. Responsibilities of the Grantee:**

- Grantee shall not discriminate in the provisions of its services or in the conduct of its business affairs on the basis of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by law. By accepting this grant, the grantee certifies to the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians with Disabilities Act, the Americans with Disabilities Act.
- Grantee must comply with Part VIII Financial Assistance for Emergency Medical Services regulations. The grantee shall be responsible for ensuring that item(s) purchased in whole or in part with the use of state moneys comply with these regulations.
- Grantee shall be responsible for the preparation and maintenance of proper accounting records that shall be maintained for a period six (6) years from the end of the grant period. These records shall be subject to and available for inspection by this agency, its authorized agents, and/or state auditors shall have full access to and the right to examine any of said materials during said period.
- Grantee shall continue to provide services to the citizens and community served within the Commonwealth that meet the goals and objectives of the Code of Virginia §32.1-111.3 in developing a comprehensive, coordinated, statewide emergency medical care system.
- Grantee shall meet the requirements pursuant to the Code of Virginia §32.1-111.12, "No moneys shall be disbursed directly to any rescue squad or other emergency medical services organization unless such squad or organization operates on a nonprofit basis exclusively for the benefit of the general public."

**2. Use of Funds:**

- Funds must be used only for the specific items, service, or programs for which they were awarded, including any conditions placed upon a grant award. Should any audit reveal that funds were disbursed for item(s) not awarded funding, the grantee shall be held responsible for repayment, subject to possible enforcement actions under the Virginia Administrative Code or criminal prosecution.
- By signing this "Memorandum of Agreement" form the grantee attests that the award funds will be used as granted and meets all conditions placed upon the award.
- Sale, trade, transfer, or disposal, within five (5) years of items specified by OEMS in the notice of award purchased in whole or in part with the use of state monies requires prior approval by OEMS. The date of the invoice submitted by the grantee determines the start date of the five year period.
- Funds must not be used for expenditures or commitments made before the date of the grant award or after the conclusion of the grant period. Grant period begins on February 20, 2014 and concludes on May 31, 2014.
- Funds returned to localities under the *Code of Virginia* §46.2-694 and provided to the grantee cannot be used as the matching share of any grants pursuant to §46.2-694.
- Funds will not be approved or disbursed for:
  - Leased equipment or vehicles

**Virginia Office of Emergency Medical Services  
Virginia Department of Health**

Authorized Agent Initials: \_\_\_\_\_

- Equipment or vehicles secured by a lien,
- Guarantees or warranties,
- Used equipment or vehicles without prior approval, or
- Fire suppression apparatus or law-enforcement equipment.

**3. Ownership:**

- The title for all equipment, including EMS vehicles, shall be in the name of the organization to which the award has been made or in the name of the local jurisdiction or government entity in which the organization is located. This requirement shall apply to the ownership of equipment purchased in whole or in part with the use of these funds.

**4. Improper Expenditures:**

- An audit revealing expenditures not permitted by the conditions of the award will result in the grantee being required to reimburse OEMS on any funds received.
- A grantee providing false, misleading or improper information to OEMS will be ineligible for future grants for a period of five (5) years and may be subject to additional investigation and enforcement by OEMS and/or criminal prosecution.

**5. Modification of an Award:**

- Any changes of the award shall be permitted only by modification of the award.
  - The grantee must request in writing the specific modifications desired and the reasons and circumstances necessitating such a request to OEMS and granted prior to the purchasing of the equipment and/or the commencing of the courses/classes stated in the request.
  - OEMS may modify, approve or deny the request for modification.

**6. Award Requirements:**

- Grants awarded under this special initiative are required to submit an Equipment Status/Final Report Form to OEMS no later than sixty (60) days after the end of the grant period.
- Grant awards for equipment must display the OEMS decal noting that funding was provided by OEMS.
- All agencies must be compliant with OEMS approved submission for EMS data including the minimum dataset and in the prescribed technical format as required by *Virginia Code* §32.1-116.1.
- OEMS reserves the right to reproduce any funded projects for state-wide use. All copyright and patent rights to all papers, reports, forms, materials, creations, or inventions developed in the performance of awarded state funds shall become the sole property of the Commonwealth. On request, the grantee shall promptly provide an acknowledgment or assignment in a tangible form satisfactory to the Commonwealth to evidence the Commonwealth's sole ownership of specifically identified intellectual property created or developed in the performance of the awarded state funds.

**Virginia Office of Emergency Medical Services  
Virginia Department of Health**

Authorized Agent Initials: \_\_\_\_\_

**MEMORANDUM OF AGREEMENT**

I, as the Authorized Agent, affirm that the grantee agrees to abide by all items listed in the Memorandum of Agreement, and by signing below attests to this fact.

Any fraudulent submissions for payment (or misrepresentations of any kind) may be considered sufficient cause for grant revocation, repayment and possible prosecution of both the Grantee and the Authorized Agent, whose name appears below.

Furthermore, I acknowledge that specific grant conditions may have been placed upon this grant award and that these conditions must be met in order to receive the grant funds.

<b>Name of Grantee (Agency)</b>	
<b>Name and Title of Authorized Agent</b>	
<b>Daytime Phone No.</b>	
<b>E-mail address (required)</b>	
<b>Signature of Authorized Agent</b>	
<b>Federal Identification Number (FIN)</b>	
<b>Grant Number</b>	
<b>Date</b>	

***Bottom Portion for OEMS USE ONLY***

<b>Virginia Department of Health</b>	Gary R. Brown, Director, Office of Emergency Medical Services
<b>Name and Title of Authorized Official</b>	
<b>Date</b>	

**Virginia Pre Hospital Information Bridge (VPHIB) Special Initiative  
Equipment Status / Final Report Form**

This report is required within sixty days of the final disbursement of awarded funds, but no later than sixty days after the end of the grant period. The funded item/project shall be completed and operational at the time this form is signed and returned.

Agency Name:	Grant #:
Agency Address:	Grant Cycle: 01/14
	Agency FIN: number is required
	Phone Number:
Signature	Title

*Please number each item listed:*

No. ___	Item description:
	Serial Number (if applicable):
	Location item housed at:
No. ___	Item description:
	Serial Number (if applicable):
	Location item housed at:
No. ___	Item description:
	Serial Number (if applicable):
	Location item housed at:
No. ___	Item description:
	Serial Number (if applicable):
	Location item housed at:
No. ___	Item description:
	Serial Number:
	Equipment/Project Status:
	Location item housed at:

**\*\* This page can be duplicated as necessary\*\*  
Provide project description on back.**

