

**OEMS RSAF Grant Program
Agreement for Services**

Complete and return via mail and retain a copy for your records

As a grantee under the terms of the Office of Emergency Medical Services (OEMS), Rescue Squad Assistance Fund (RSAF) the undersigned hereby agrees to abide by the following requirements:

1. Awards shall not be transferable. Any funds disbursed pursuant to an award shall be properly used and accounted for at all times. Grantee is to be responsible for the preparation and maintenance of proper accounting records which shall be maintained for a period of not less than five (5) years and which shall be subject to and available for inspection by the Commissioner or his agent and for state audit inspections.
2. Funds shall be reimbursed solely to grantee for the items, services or purposes for which they were awarded. Grantee must comply with all conditions as noted on Award Page. Should any audit reveal that funds were disbursed for item(s) not awarded funding, the grantee shall be held responsible for repayment.
3. Reimbursement shall not be made for expenditures or commitments made prior to, or after the conclusion of the grant period dates. Grant periods conclude on either June 30 or December 31. Documentation must be submitted to the OEMS for reimbursement of awarded item(s) no later than sixty days after the conclusion of the grant period.
4. Equipment awarded funding is to be purchased new, be operational and all documentation submitted for reimbursement (**invoices**) to OEMS, **no later than** sixty days after the grant period ends. If the grantee wishes to purchase an item that is not new, a request for a modification must be submitted. See item 10 for information on applying for a modification.
5. Grant funds are for purchased items only. Leased equipment or vehicles are not eligible for reimbursement. Loans (for the match) on RSAF awarded equipment is discouraged. Vehicles purchased with RSAF grants must be lien free.
6. Requests for reimbursement that have not been submitted to OEMS by the conclusion of the grant period shall revert to RSAF, unless the grant has been approved for an "Extension." Refer to item 10 for information on applying for an extension.
7. No funds shall be reimbursed for capital outlay for any construction projects or for daily operations costs, i.e. gasoline, oil, tires, insurance, extended warranties, etc.
8. Ownership of any equipment purchased, in whole or in part, with the use of state monies shall be in the name of the organization to which funding was awarded. The equipment purchased in whole or in part with the use of state monies shall be used by the grantee and shall remain for use within grantee's jurisdiction.
9. Grants awarded under RSAF are required to submit an Equipment Status/Final Report Form to the OEMS no later than sixty days after the end of the grant period.

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10. Requests for an extension must be submitted in writing and received by OEMS no less than thirty days prior to the conclusion of the grant period. If an extension is granted, all purchases must be made, all courses/classes must be completed, and all documentation (**copies of invoices, etc.**) must be submitted to OEMS no later than the conclusion date as stated on the extension.
11. Requests for a modification must be submitted in writing, received by OEMS and granted prior to the purchasing of the equipment and/or the commencing of the courses/classes stated in the request.
12. Reimbursed grant funds shall not supplant salaries of staff positions.
13. The grantee shall comply with all plans, policies, procedures and guidelines adopted by the State EMS Advisory Board and the Health Codes of Virginia, as they may apply.
14. The grantee shall not discriminate in the provision of its services or in the conduct of its business or affairs on the basis of race, color, creed, religion, sex, disability, or national origin.
15. Grant awards for any defibrillator, vehicle or other equipment as indicated on Award Page conditions, must display the OEMS sticker stating that funding was provided by the Office of EMS. The sticker for the defibrillator must be displayed in a location easily seen by OEMS Program Representative upon inspection. The sticker for the vehicle is to be displayed in the rear window on the inside of the vehicle easily seen by the public.
16. Computers - All awardees must comply with requirement to submit PPCR data and submit grants electronically.

Recruitment and Retention Projects

17. Grantee must acknowledge the source of funding on any appropriate material by indicating the following statement: "Funding was provided by the Virginia Office of EMS, Virginia Department of Health". It is the responsibility of the grantee to contact the Office of EMS to determine what is deemed to be appropriate material.
18. All parties involved in the production of any component of a funded project should be aware that the Office of EMS reserves the right to reproduce any such projects for state-wide use.
19. Grantee must provide OEMS with a copy of the completed project, such as print materials or video.

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VERIFICATION

I, as the Authorized Agent, affirm that the grantee agrees to abide by all items listed in the Agreement for Services, 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.

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

NOTE: Your grant award may have a condition. This condition must be met in order to receive grant funds.