



**RESCUE SQUAD ASSISTANCE
FUND
GRANTS APPLICATION REVIEW
PROCESS**

**RAPPAHANNOCK EMS COUNCIL
RESCUE SQUAD ASSISTANCE FUND GRANTS
APPLICATION REVIEW PROCESS**

VIRGINIA OFFICE OF EMS OVERVIEW

Definitions

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| ALS | Advance Life Support |
| EMS | Emergency Medical Services |
| FARC | State Financial Assistance Review Committee |
| OEMS | Office of Emergency Medical Services |
| OMD | Operational Medical Director |
| RSAF | Rescue Squad Assistance Fund |

Eligibility

1. Applicant **must** be a Virginia non-profit agency or organization involved in public service.
2. Applicant **must** submit verification of its Federal Identification Number (FIN). Verification can be provided in the following formats:
 - The latest Federal Income
 - Copy of original letter from IRS issuing FIN:
 - Copy of tax reporting form used or a statement from the County Administrator or City Manager stating that the applicant is a non-profit and verifies their FIN.
 - All grant applications **MUST** be submitted via the Internet.
 - The affirmation page is due by March 15th or September 15th with original signatures of Authorized Agent, Financial Officer, and OMD.
3. The Virginia Office of EMS Grant Program Application Form must be completed in its entirety including the original signature of the authorized agent, financial officer, and the OMD. The authorized agent will be responsible for getting the approval and support of the volunteer agency on whose behalf the grant funds have been requested.
4. All requests shall comply with applicable plans, policies, procedures and guidelines adopted by the State EMS Advisory Board.
5. Separate and specific eligibility requirements for specific programs are covered in their respective sections.

Acceptance Guidelines from OEMS

1. Must be received by the deadline date.
2. Applicable forms for all grant programs in which funds are being requested.

Acceptance Guidelines from OEMS (continued)

3. Application must be completed in its entirety.
4. The request must be EMS related and meet the established guidelines.
5. All requests for financial assistance shall comply with all Rules and Regulations, applicable plans, policies, procedures and guidelines adopted by the State EMS Advisory Board.

OEMS Review Process

1. Only applications that have met the above Application Acceptance Guidelines will be accepted for review. Those accepted will be forwarded within 10 days from the deadline date to:
 - Local Regional EMS Councils
 - Regional OEMS Program Representative
 - OEMS Technical Review Staff, if request(s) is for communication equipment, computer items
 - Other parties as deemed appropriate by OEMS.
2. Individuals will review each application based on the grading scale provided for each program. Their recommendations and comments will be submitted to OEMS within 30 days.
3. Once the parties mentioned above return their recommendations and comments, OEMS will provide all documents to FARC within 10 days for their review.
4. Within 30 days the committee provides comments and grades for each requested item and returns document to OEMS.
5. State Committee will meet with Regional Councils and Program Representatives for final questions or input on proposed grades.
6. The Committees reserve the right to recommend a request be partially funded or place a condition of funding on any award.
7. Within 7 days of the award meeting, a report of the requests that are recommended for Funding will be submitted to OEMS Director for approval.
8. OEMS will mail written notification to those agencies that receive funding and those that were not funded.

RAPPAHANNOCK EMS COUNCIL OVERVIEW

Mission Statement

To promote the Rescue Squad Assistance Fund Grant Program and assist our region's EMS agencies in acquiring such resources as necessary to operate a reliable and safe EMS system.

Acceptance

1. All agencies are encouraged but not required to submit their grant through the Council office. When submitted through the Council each grant is reviewed for the following:
 - Completeness
 - All the appropriate signatures
 - Errors or omissions
 - Content of narrative
 - Price Quotes
2. The appropriate agency is notified of any problems noted with their grant so that they have the option to make corrections as recommended by the Council.
3. Once completed, a copy is retained at the Council level.

REMS Council Review Process

1. Copies of accepted grants are received from OEMS.
2. Meeting for Grant Committee is scheduled and announced to the Agencies, Committee Members, appropriate Program Representatives, and the OEMS Grant Manager.
3. Agenda for meeting is prepared and location determined.
4. Agencies are invited by email and mail to present their grant to the Council Committee at scheduled meeting.
5. Council Grant Grader is prepared.
6. Packets for committee members are sent out electronically.

Any agency whose grant is disqualified by the Office of EMS because it did not meet the guidelines will not be scheduled for review.

REMS Council Grant Committee Review Meeting

This meeting is open to anyone that would like to attend. However, if you are not at the meeting as a committee member or as an invited agency representative to speak on behalf of your grant, you cannot engage in discussions with the committee. All comments need to be referred to the invited agency representative to convey to the committee. The exception to this rule would be should the Chairperson of the committee recognize an individual to speak.

1. Agency representatives will be given 10 minutes to speak on behalf of their agency grant.
2. Committee members will have an opportunity to ask questions regarding the grant to the agency representative present.
3. Each committee member assigns a grade according to the grading guidelines provided by OEMS.
4. The Committee reserves the right to recommend a request be partially funded or recommend a change or condition of funding be placed on an award.
5. A grade average is determined for the agency grant and comments provided to support the grade.
6. The Regional Council must grade their grant with a zero, to prevent the appearance of a conflict of interest; however comments are strongly encouraged.
7. All grades are final.
8. The Regional Council must rank no less than three top grant applications in priority order and submit by email to the Grant Manager or designated staff.

Tools available to the committee are as follows:

- Office of EMS Grant Priority Chart, Tier 1, 2, & 3 (identifies high, medium and low probability items for funding).
- Consolidated Grant Product Pricing List from Office of EMS
- Past Grant Awards History

Once this process is complete the grade and comments are put on the OEMS grant grader disc and forwarded to the OEMS and then to the FARC Committee for review.

Upon request, the Council Grant Committee will notify each grant agency of their local grade and comments in writing. All grades are final following the grant meeting, and may not be appealed.

Council Board of Directors and OEMS are provided with grant committee minutes following the meeting. Audiotapes of the meetings will be retained for a period of one year.