

## Reporting Training and Equipment Grant Purchases

All funds for the Training and Equipment Grant (Priority 1 funding) are disbursed in advance when ever possible. However, agencies are still required to report purchases and mail invoices for the purchase of equipment and training.

This is accomplished by attaching all invoices for purchases to the Training and Equipment List/Expenditure Form. Only items on this list may be purchased utilizing Priority One funding. Items may only be purchased that may be used within the scope of practice determined by an agencies protocols. Any awarded funds not accounted for utilizing this form, must be returned to the Ohio Division of EMS. Grantees must complete the form and mail all invoices for the purchase of equipment and training to the Ohio Division of EMS by June 30 of the award year.

The form may also be completed on-line. To complete the form on-line, go to the grants section and click on the EMS Electronic Application System. You will be asked for a username, and a password. You will next see a menu. Select "electronic expenditure form/add invoice" for the appropriate year you are reporting. Enter your agency ID. Click the drop down box to bring up the menu of items approved for purchase. Next select the item. To move to the next field, be sure to use the tab key and not the enter key. The enter key will complete and save the report. Complete the form by entering the unit cost and quantity. The system will complete the totals for you. Grantees are urged to complete the form as soon as paid invoices become available. You may enter as many forms as you wish. Care should be taken to ensure that duplicate items are not reported on subsequent forms. After completing the form, you will be prompted to print a copy. Attach copies of the paid invoices and appropriate documentation to the form and mail it to the Division of EMS. If you have the ability to fax or email copies of invoices you may do so. The grants fax number is 614-995-7012. Retain a copy for your records.

A few reminders regarding purchases of training and equipment utilizing EMS training and equipment grant funds:

- The Division of EMS may extend a grant cycle beyond June 30<sup>th</sup> of the award year as it determines necessary or appropriate. However extensions will only be considered in extenuating circumstances by the EMS Board.
- All purchases must be made prior June 30<sup>th</sup> of the award year, unless the applicant has an extension granted by the EMS Board. No purchases may be submitted for consideration if the date of the invoice is prior to the date of the award letter.

- Any applicant who fails to spend the grant money in its entirety by June 30 of the award year must return the funds to the Division of EMS.
- All purchases of training and training equipment must be verified by supplying a paid invoice, and the Grant Expenditure Form. Any agency that uses grant funds to purchase items not approved by the EMS Board must remit those funds to the Ohio Division of EMS by June 30<sup>th</sup> of the award year.
- Funds utilized for continuing education courses must meet the requirements for certification renewal. Subscriptions for education programs/services are not eligible.
- Only an accredited training institution or approved CE training site may purchase training equipment. Satellite training sites are not eligible to purchase training equipment.
- Any agency that uses grant funds to purchase items not approved by the EMS Board must remit those funds to the Ohio Division of EMS by June 30<sup>th</sup> of the award year.