

REPORTING TRAINING AND EQUIPMENT GRANT PURCHASES

All invoices must be dated between July 1st and June 30th of the award year. Any invoices received after July 30th will not be reimbursed.

All funds for the Training and Equipment Grant (Priority 1 funding) are issued through a reimbursement process. Grant recipients may submit invoices throughout the award year to the Division of EMS for reimbursement. Paid invoices may be submitted electronically through email dwalton@dps.state.oh.us, through fax (614-995-7012), or through the mail. Attach all invoices for purchases to the Training and Equipment List/Expenditure Form available in the grants section of the Ohio EMS website. A reimbursement check will be mailed within 30-45 days.

The form may also be completed on-line. To complete the form on-line, go to the grants section and click on "Already have a username and password". If you do not have a username and a password, you must obtain a password through the EMS website. If you already have a password, remember that your username is your Ohio driver's license. You will next see a menu. Select "add expenditure" for the appropriate year you are reporting. Enter your agency ID and click, submit. 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 quantity and unit cost. The system will complete the totals for you. Click save and close. 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. You may fax (614-995-7012) or email dwalton@dps.state.oh.us copies of invoices to the Division. Retain a copy of the form for your records.

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

- The Division of EMS will not grant extensions beyond the June 30th deadline.
- All invoices must be dated within the appropriate award year (July 1st to June 30th).
- Any applicant who fails to spend the grant money in its entirety by June 30 of the award year will forfeit all remaining funds.
- 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.
- Only items listed on the form are eligible for purchase. Items purchased must be within the scope of practice as determined by an agency's protocols.
- You may make multiple requests for reimbursement but no more than once a month. Care should be taken to ensure that duplicate items are not reported on subsequent forms.