

Radio Grants for EMS Operational Programs and/or EMS Companies Procedures

- Obtain application from MIEMSS web site or the Regional Offices and complete as per the instructions.
- The application will be reviewed and recommended for approval by the Regional Administrator.
- No Kenwood TK 890 mobile or TK 390 portable radios will be replaced.
- Upon approval of the radio reimbursement grant, MIEMSS will notify the EMS Operational Program and/or company and provide a grant agreement which should be completed and signed.
- Signed and witnessed grant agreements must be returned to MIEMSS, attention Sherry Alban, 653 W. Pratt Street, Baltimore, MD. 21201. When the agreement is received, MIEMSS will create a purchase order for the grant amount. The grantee will receive a copy of the purchase order. No purchases should be made prior to receiving an executed grant agreement.
- Purchase of radios and installation services are the responsibility of the grantee through a contract directly between the vendor and the grantee.
- Purchase of radios and installation services should be under the guidance of the jurisdiction's procurement procedures.
- Should there be any questions regarding terms or radio specifications please contact Sherry Alban, MIEMSS' Finance Director at 410-706-3145.
- Financial responsibility for the purchase of the Radios and Installation Services rests with the grantee. The grantee will be responsible for the full purchase price, and upon completion of procedures listed below, will receive the appropriate grant reimbursement from MIEMSS.
- The grantee must provide MIEMSS with a copy of the invoice for the purchase of the Radio and Installation services and a letter on letterhead requesting reimbursement. The letter should include the Federal I.D. number and the correct address. Please mail to Sherry Alban, Maryland Institute for Emergency Medical Services Systems, 653 West Pratt Street, Baltimore, Maryland 21201.
- Reimbursement will be through MIEMSS' accounts payable process. Once the reimbursement request or invoice is received, a check will be issued within seven to ten days. State agencies may be reimbursed through the RSTARS system.
- Please note that paragraph eight (8) of the Agreement requires written certification of the proper expenditure of grant funds by September 1, 2012.