

**MIEMSS FY 2015 Matching Fund Grants for AED's Monitor
Defibrillators and Upgrades
Operational Procedures**

- Obtain and complete the Matching Fund Grant application provided by the Regional Office or found on the MIEMSS website.
- Once returned to the applicable MIEMSS Regional Office, applications are reviewed for completeness and prioritized by the Regional Council.
- The Regional Affairs Committee assesses the individual Regional Council recommendations and gives final approval for the awards.
- Based on this approval, award letters, accompanied by the grant agreements are sent to the recipients.
- Grant recipients should sign the grant agreements and return to MIEMSS, attention Sherry Alban, 653 W. Pratt Street, Baltimore, MD. 21201. MIEMSS will execute the agreement and process a purchase order for the grant amount. The grantee will receive a copy of the executed agreement and the purchase order. **No purchases should be made prior to receiving an executed agreement.**
- If the Association is a corporation, it must be registered in accordance with the Corporations and Associations Article, Code of Maryland, and must be in good standing and have filed all of its annual reports, together with filing fees, with the Maryland State Department of Assessments and Taxation, and except as validly contested, has paid, or has arranged for payment of, all taxes due the State of Maryland and has filed all required returns and reports with the Comptroller of the Treasury, the State Department of Assessments and Taxation, and the Department of Labor, Licensing, and Regulation, as applicable.
- Purchase of AED's, Monitor Defibrillators and, Upgrades will be the responsibility of the grantee through a contact directly between the manufacturer and the grantee.
- DGS has recently established Blanket Purchase Orders for AEDs and Monitor Defibrillators with the following vendors:

Zoll
Cardiac Science
Products Unlimited
One Beat CPR
Rescue One Training for Life
Heart Smart Technology
Physio Control

Please contact your Regional Offices or MIEMSS Finance Office for copies of the BPOs.

- Refurbished units are permissible under this grant providing that they are FDA approved and are guaranteed by the manufacturer.
- Regarding purchases from other manufacturers, the grantee should contact its local sales representative directly, in accordance with the jurisdiction's procurement procedures.
- Should there be any questions regarding price or terms with any of the purchases, please contact Sherry Alban, MIEMSS' Finance Director at 410-706-3145.
- Financial responsibility for the purchase of the AED's, Monitor Defibrillators and Upgrades 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 AED's or Monitor Defibrillator and a letter on the jurisdiction's 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 seven (7) of the Agreement requires written certification of the proper expenditure of grant funds by September 1, of the following fiscal year.

Revised September 9, 2014

- All purchases from the FY 2015 Matching Grant Program must be completed by May 15, 2015. All invoices for MIEMSS reimbursements must be received by May 29, 2015.