

The Description of the *New Grant-in-Aid* process for FY 2010

The process for approval of the grant-in-aid applications, implementation of the objectives in these applications and reimbursement of expenditures is described below:

1. **FY 2010 EMS Grant-In-Aid information is on the DHEC website. GIA contract, distribution sheet and emergent runs will be emailed to the County Administrator. County Administrator, or designee will coordinate the development and submission of all GIA applications.**
2. Contracts with each of the 46 county governments are to be completed and signed by the county administrator and returned to SC DHEC Division of EMS & Trauma **promptly, but prior to August 30, 2009.**
3. **All GIA applications are to be sent *directly* to SC DHEC Division of EMS & Trauma, as soon as possible but no later than August 30, 2009.**
4. DHEC reviews the application, **confers with the applicants** on items of question, and approves the application after necessary revisions are made.
5. A formal letter of approval is sent to the County Officials, **via email**, approving the grant-in-aid application, training and the purchase of equipment as proposed in the application. **NOTE: GIA funds are not retroactive for training courses. Funds cannot be spent on training or equipment BEFORE the effective date or the date signed by all parties, whichever is later and the grant-in-aid application (DHEC 1061) has been approved by DHEC.**
6. Equipment is purchased according to state and county purchasing requirements. See Section IV, K. of the guidelines, **download and read.**
7. Requests for reimbursements, with invoices, canceled checks etc. are submitted to SC DHEC EMS & Trauma no later than **April 30, 2010.**

Note: The contract requires quarterly reports on the progress of the grant. This may be completed by the office of the County Administrator.

Download the following documents to complete the GIA application:

1. **Grant-in-Aid Application (DHEC 1061) and the instructions.**
2. **Grant-in-Aid distribution to each of the counties.**
3. **List of Eligible Items FY2010**
4. **Quick Reference for New GIA Process**
5. **GIA Guidelines**

Information to obtain from County Administrator:

1. **Total emergent runs for County**
2. **EMS Provider emergent runs for each county.**