

COVID-19 CRISIS FIRE COMPANY
AND EMERGENCY MEDICAL SERVICES GRANT
PROGRAM GUIDANCE

THE GRANT REGISTRATION PERIOD WILL BE JULY 6, 2020 – AUGUST 14, 2020

Section 1. Introduction.

- I. The COVID-19 Crisis Fire Company and Emergency Medical Services (EMS) Grant Program (Program) establishes a one-time grant to be used by eligible Fire, Rescue and EMS companies to provide services during the novel coronavirus 2019 (COVID-19) pandemic as identified in the proclamation of disaster emergency issued by the Governor on March 6, 2020, published at 50 PA. B 1644 (March 21, 2020), as amended. **Program funds are to be used to supplement operational expenses incurred by the lack of opportunities for fund raising and inability to create revenue due to compliance with measures to prevent the spread of COVID-19.** This includes, but is not limited to, expenses for cleaning, sanitizing, disinfecting of equipment and property, or other expenses incurred to prevent the spread of communicable illnesses.
- II. Program funds to eligible Fire, Rescue and EMS companies will be granted for services which, in the judgment of the State Fire Commissioner, are in accordance with Act 26 of 2020, this Program Guidance, and all Program criteria as stated in the registration form (see Section 4, below).
- III. Each eligible Fire, Rescue and EMS company that received a 2019-2020 Fire Company and Emergency Medical Services Grant Program (2019-2020 FCEMSGP) award will receive, at a minimum, the same amount of Program funds as the company received from the 2019-2020 FCEMSGP. All eligible companies, regardless of whether the company applied or received a 2019-2020 FCEMSGP grant award, will be required to register for the Program (see Section 4, below).
- IV. A total of \$50 million will be distributed from funds received by the Commonwealth under the federal Coronavirus Aid, Relief, and Economic Security (CARES) Act (Public Law 116-136, 134 Stat. 281) for fiscal year 2019-20 with \$44 million being dedicated to eligible fire companies and \$6 million for eligible EMS companies.

Section 2. Definitions.

The following words and terms have the following meanings:

- *2019-2020 FCEMSGP* - 2019-2020 Fire Company and Emergency Medical Services Grant Program.
- *Career emergency medical services* - A for-profit chartered emergency medical service corporation, association or organization which meets all of the following: 1. Is located in this Commonwealth; 2. Is licensed by the Department of Health; 3. Is not associated or affiliated with a hospital unless recognized in accordance with 7823(b.1) (relating to grant awards); 4. Is regularly engaged in the provision of emergency medical services, including basic life support or advanced life support services and advanced life support squads as defined in 28 Pa Code § 1027.1 (relating to general provisions). This does not include a corporation, association or organization that is primarily engaged in the operation of invalid coaches which are intended for routine transport of individuals who are convalescent or nonambulatory and who do not ordinarily require emergency medical treatment while in transit.

- *Commissioner* - The State Fire Commissioner.
- *Emergency Medical Services Company/EMS* - A career or volunteer medical services company.
- *Equipment* - Any apparatus, equipment or tools ordinarily used by a fire, rescue, or ambulance service in the performance of their duties.
- *Facility* - A structure or portion thereof intended for storage or protection of firefighting apparatus, ambulances and rescue vehicles and related equipment and gear. **The term does not include meeting halls, social halls, social rooms, lounges, crew rooms, bathrooms or any other facility not directly related to firefighting or the furnishing of ambulance or rescue services.**
- *Final Report* - The report to be filed as provided in Section 6 of these Guidelines by the Fire company, Rescue company or EMS company detailing the expenditure of the Program funds granted. All final reports shall be submitted electronically through the grant application.
- *Fire Company* - A volunteer fire company or municipal fire company located in this Commonwealth.
- *Invalid Coach* - A vehicle which is primarily maintained, operated, and intended to be used for routine transport of persons who are convalescent or otherwise non-ambulatory and do not ordinarily require emergency medical treatment while in transit. Such vehicles shall not be considered ambulance or emergency medical service vehicles.
- *OSFC* - Office of the State Fire Commissioner.
- *Program* - The COVID-19 Crisis Fire Company and Emergency Medical Services Grant Program.
- *Quick Response Service (QRS)* - These companies are not eligible for the OSFC grant program based on the services provided.
- *Registration* - The COVID-19 Crisis Fire Company and Emergency Medical Services Grant Program Registration.
- *Volunteer EMS Company* - Any nonprofit chartered corporation, association or organization located in the Commonwealth, which is licensed by the Pennsylvania Department of Health and is not associated or affiliated with any hospital unless recognized in accordance with section 7823 (b.1) (relating to award of grants) and which is regularly engaged in the provision of emergency medical services, including basic life support or advanced life support services and advanced life support squads as defined in 28 Pa. Code § 1027.1 (relating to general provisions). The term shall not include any corporation, association or organization that is primarily engaged in the operation of invalid coaches which are intended for the routine transport of persons who are convalescent or otherwise non-ambulatory and do not ordinarily require emergency medical treatment while in transit.
- *Volunteer Fire Company* - A nonprofit chartered corporation, association or organization located in this Commonwealth which provides fire protection or rescue services and which

may offer other voluntary emergency services within this Commonwealth. Volunteer emergency services provided by a volunteer fire company may include volunteer ambulance and volunteer rescue services.

- *Volunteer Rescue Company* - A nonprofit chartered corporation, association or organization located in this Commonwealth that provides rescue services as part of the response to fires or vehicle accidents within this Commonwealth.

Section 3. Eligibility.

I. Fire Company Grant

- Eligible applicants. A Fire or Rescue company as defined in Section 2, above. To receive grant funds under the Program, a fire company shall have actively responded to 10 or more fire or rescue emergencies during the previous calendar year and be officially recognized by the appropriate municipality.
- Eligible services. Program funds may be used to supplement operational expenses incurred by the lack of opportunities for fund raising and inability to create revenue due to compliance with the COVID-19 guidance. The funds will need to be spent according to one or more of the following categories:

****October 2, 2020 Update on Eligible Expenditures****

The following information regarding the eligible projects and services is being provided to assist eligible subrecipients with determining how the COVID-19 Crisis Fire, Rescue and EMS Grant funds may be spent according to the State and Federal guidance. Due to the most recent Federal Guidelines ([Updated September 2, 2020](#)), the following expenditures for the COVID-19 Fire, Rescue and EMS Grant are eligible where applicable:

Non-Profit Volunteer Fire, Rescue or EMS Companies ONLY:

- Program funds may be used to supplement operational expenses incurred by the lack of opportunities for fund raising and the inability to create revenue due to compliance with measures to prevent the spread of COVID-19.

A Fire, Rescue or EMS company must be able to demonstrate, if requested, that

- its financial hardships are due to COVID-19, and
- that the purpose/use of the grant will be to help offset those losses.

Example: If a volunteer fire, rescue or EMS company held fundraisers in the past to pay their annual operating expenses but were prevented from holding those fundraisers due to COVID-19 restrictions, they can use grant funds from this program to cover those expenses. The United States Treasury's Office of Inspector General, the United States Government Accountability Office, Single Audit Act auditors and other may seek to audit CARES ACT funds to determine that COVID-19 is the basis for the harm to be remediated by the grant.

- Documentation and maintenance of the records of proceeds from past fundraisers and the loss of such during the COVID-19 pandemic (March 6 to June 30, 2021) will be the responsibility of each grant subrecipient.
- The subrecipient will be required to include the documentation with its Final Report.
- **This revenue replacement allowance is for non-profit fire, rescue and EMS companies ONLY.**
- The funds will need to be spent according to one or more of the following categories:
 - Operational Expenses – such as but not limited to:
 - Utilities
 - Insurance
 - Apparatus Repairs/Fuel
 - Personal Protective Equipment
 - Lost Revenues due to Pandemic Restrictions (see above)
 - Expenses for cleaning, sanitizing and disinfecting of equipment and property or other expenses incurred to prevent the spread of communicable illnesses.
- Program funds must be utilized for eligible expenses initiated on or after March 6, 2020 and completed on or before June 30, 2021 to be considered as eligible for this grant program.

Career/Combination Fire, Rescue or EMS Companies – Paid Members ONLY:

- Program funds may be used to reimburse for the cost of paid members’ salaries and their overtime from March 6, 2020 to June 30, 2021, to the extent they qualify as public safety employees pursuant to federal guidance (see the September 2, 2020 updated U.S. Treasury guidance at <https://home.treasury.gov/policy-issues/cares/state-and-local-governments> for more information).
 - **This salary and overtime allowance DO NOT include the provision of any payment to members of volunteer fire, rescue or EMS companies.**
- Career/Combination Fire, Rescue or EMS Companies may also use Program funds as follows:
 - Operational Expenses – such as but not limited to:
 - Utilities
 - Insurance
 - Apparatus Repairs/Fuel
 - Personal Protective Equipment
 - Expenses for cleaning, sanitizing and disinfecting of equipment and property or other expenses incurred to prevent the spread of communicable illnesses.
- Program funds must be utilized for eligible expenses initiated on or after March 6, 2020 and completed on or before June 30, 2021 to be considered as eligible for this grant program.
 - Only eligible services initiated on or after March 6, 2020 and completed on or before June 30, 2021 may be considered as eligible services for this Program.

II. Emergency Medical Service Grant

- Eligible applicants. An Emergency Medical Service as defined in Section 2 and designated by the municipality as the municipality's primary EMS provider.
- Eligible services. Program funds may be used to supplement operational expenses incurred by the lack of opportunities for fund raising and inability to create revenue due to compliance with the COVID-19 guidance. The funds will need to be spent according to one or more of the following categories:

Non-Profit Volunteer Fire, Rescue or EMS Companies ONLY:

- Program funds may be used to supplement operational expenses incurred by the lack of opportunities for fund raising and the inability to create revenue due to compliance with measures to prevent the spread of COVID-19.

A Fire, Rescue or EMS company must be able to demonstrate, if requested, that

- its financial hardships are due to COVID-19, and
- that the purpose/use of the grant will be to help offset those losses.

Example: If a volunteer fire, rescue or EMS company held fundraisers in the past to pay their annual operating expenses but were prevented from holding those fundraisers due to COVID-19 restrictions, they can use grant funds from this program to cover those expenses. The United States Treasury's Office of Inspector General, the United States Government Accountability Office, Single Audit Act auditors and other may seek to audit CARES ACT funds to determine that COVID-19 is the basis for the harm to be remediated by the grant.

- Documentation and maintenance of the records of proceeds from past fundraisers and the loss of such during the COVID-19 pandemic (March 6, 2020 to June 30, 2021) will be the responsibility of each grant subrecipient.
- The subrecipient will be required to include the documentation with its Final Report.
- **This revenue replacement allowance is for non-profit fire, rescue and EMS companies ONLY.**
- The funds will need to be spent according to one or more of the following categories:
 - Operational Expenses – such as but not limited to:
 - Utilities
 - Insurance
 - Apparatus Repairs/Fuel
 - Personal Protective Equipment
 - Lost Revenues due to Pandemic Restrictions (see above)
 - Expenses for cleaning, sanitizing and disinfecting of equipment and property or other expenses incurred to prevent the spread of communicable illnesses.
- Program funds must be utilized for eligible expenses initiated on or after March 6, 2020 and completed on or before June 30, 2021 to be considered as eligible for this grant program.

Career/Combination Fire, Rescue or EMS Companies – Paid Members ONLY:

- Program funds may be used to reimburse for the cost of paid members' salaries and their overtime from March 6, 2020 to June 30, 2021, to the extent they qualify as public safety employees pursuant to federal guidance (see the September 2, 2020 updated U.S. Treasury guidance at <https://home.treasury.gov/policy-issues/cares/state-and-local-governments> for more information).
 - **This salary and overtime allowance DO NOT include the provision of any payment to members of volunteer fire, rescue or EMS companies.**
- Career/Combination Fire, Rescue or EMS Companies may also use Program funds as follows:
 - Operational Expenses – such as but not limited to:
 - Utilities
 - Insurance
 - Apparatus Repairs/Fuel
 - Personal Protective Equipment
 - Expenses for cleaning, sanitizing and disinfecting of equipment and property or other expenses incurred to prevent the spread of communicable illnesses.
- Program funds must be utilized for eligible expenses initiated on or after March 6, 2020 and completed on or before June 30, 2021 to be considered as eligible for this grant program.
 - Only eligible services initiated on or after March 6, 2020 and completed on or before June 30, 2021 may be considered as eligible services for this Program.

Section 4. Program Requirements and Instructions.

The following requirements apply to the program:

- (1) Eligible companies shall register for the Program using the online web-based registration process found on the OSFC website (www.osfc.pa.gov).
 - (i) OSFC reserves the right to request additional information regarding eligibility.
- (2) Incomplete registrations will delay processing. An eligible company shall carefully follow the instructions for completing the online registration. Specific information is required as indicated on the online registration.
- (3) Each eligible company will need the following information to complete the Registration. Please see the links below to acquire the necessary numbers/access in preparation for this Registration.
 - (i) [DUNNS Number](#)
 - (ii) [EIN Number](#)
 - (iii) [PA Vendor Number](#) (Click on Supplier Registration)
 - (iv) [Keystone ID](#)
 - (v) Correct mailing address with [ZIP+4](#)

Section 5. Registration Submission and Approval Procedure.

- I. OSFC will post information on its website (www.osfc.pa.gov) detailing the Program registration process, this Program Guideline and the instructions for online registration. Registrations shall be submitted to OSFC at www.osfc.pa.gov.
- II. An eligible company seeking a grant under the Program shall submit a completed online grant registration to OSFC. The online registration portal will remain open from July 6, 2020, at 9:00 AM until August 14, 2020, at 4:00 PM.
- III. OSFC shall act to approve or disapprove registrations within 30 days of the submission deadline. Registrations received by OSFC, which have not been approved or disapproved in the 30-day period, shall be deemed approved.
- IV. Grant Award Determinations
 - a. Fire and Rescue Company Grant: This Program grant funding will be calculated for individual awards in the following manner:
 - i. Initial Award Calculation: Each eligible company, as defined in Section 2, that received a 2019-2020 FCEMSGP grant award is deemed an Initial Award Recipient. An Initial Award Recipient's Program grant award will be equal to at least the amount the recipient received in the 2019-2020 FCEMSGP, in addition to any amount awarded pursuant to subparagraph ii, Surplus Award Calculation.
 - ii. Surplus Award Calculation: Each eligible fire company, as defined in Section 2, that actively responded to at least 10 fire or rescue emergencies in 2019, actively participates in the Pennsylvania Fire Information Reporting System under a signed agreement, did not receive a 2019-2020 FCEMSGP grant award, and submits a completed Registration and proposed project(s), is deemed a Surplus Award Recipient.
 1. Following the Initial Award Calculation, a Surplus Award will be divided equally from the remaining balance of Program funds following the Initial Award Calculation. Such Surplus Award shall be divided equally among all Initial Award Recipients and Surplus Award Recipients.
 2. Initial Award Recipients shall receive one disbursement consisting of their Initial Award and a Surplus Award. Initial Award Recipients must submit a completed Registration and proposed project(s) to receive the Surplus Award.
 3. Surplus Award Recipients shall receive one disbursement consisting of a Surplus Award.
 - b. Emergency Medical Service Grant: This Program grant funding will be calculated for individual awards in the following manner:
 - i. Initial Award Calculation: Each eligible EMS company, as defined in Section 2, that received a 2019-2020 FCEMSGP grant award is deemed an Initial Award Recipient. An Initial Award Recipient's Program grant award will be equal to at least the amount the recipient received in the 2019-2020 FCEMSGP, in addition to any amount awarded pursuant to subparagraph ii, Surplus Award Calculation.

- ii. Surplus Award Calculation: Each eligible EMS company, as defined in Section 2, who did not receive a 2019-2020 FCEMSGP grant award, and submits a completed Registration and proposed project(s), is deemed a Surplus Award Recipient.
 1. Following the Initial Award Calculation, a Surplus Award will be divided equally from the remaining balance of Program funds following the Initial Award Calculation. Such Surplus Award shall be divided equally among all Initial Award Recipients and Surplus Award Recipients.
 2. Initial Award Recipients shall receive one disbursement consisting of their Initial Award and a Surplus Award. Initial Award Recipients must submit a completed Registration and proposed project(s) to receive the Surplus Award.
 3. Surplus Award Recipients shall receive one disbursement consisting of a Surplus Award.

Section 6. Grant Award and Reporting Procedures.

- I. Grant award notifications will be made as follows:
 - a. Eligible recipients will be notified electronically.
 - b. At the time grant recipients are notified of their award, and in the same manner, they will be presented with a grant agreement. This grant agreement will contain the details of the grant, including name of recipient, amount of award, project description, and terms of the agreement. The grant agreement must be signed by appropriate representatives of the organization or municipality authorized to bind the recipient organization to the terms of the agreement and returned to the OSFC for execution by the Commonwealth before Program funds can be released.
- II. The eligible recipient will maintain complete and accurate records with respect to the project(s). OSFC will have free access to these records, including invoices of material and services, and other relative data and records, as well as the right to inspect all project work. The recipient shall furnish upon request of OSFC all data, reports, contracts, documents, and other information relevant to the project.
- III. The eligible recipient shall, upon completion of the project, but no later than July 31, 2021, file a Final Report with OSFC in a manner and form prescribed by OSFC. The final report form must be submitted electronically through the grant application and will include a listing of all expenditures. All fundable services must be completed and paid for during the grant period of performance as designated in the grant agreement. Any grant funds not expended by the recipient for the project shall be returned to OSFC prior to or with the filing of the Final Report. Payment shall be in the form of a check made payable to the Commonwealth of Pennsylvania. Failure to file a Final Report may be grounds for OSFC to seek the return of all grant funds awarded.

Section 7. Program Limitations.

- I. This section identifies program limitations that may result from the misuse of Program grant funds.

- II. The eligible recipient agrees that noncompliance with the conditions of this grant may be grounds for the recapture of funds provided to the recipient. If the recipient fails to refund the monies, the Commonwealth, in addition to any rights or remedies it may have at law or in equity, reserves the right to offset the amount due against any existing or future sums of money owed the recipient by any Commonwealth agency or department, including OSFC.
- III. OSFC, or its duly authorized representative, shall have access to the records of the eligible recipient for auditing financial transactions, determination of compliance with grant terms, and an evaluation of project performance.
- IV. The eligible recipient agrees to retain all cost supporting records and documentation for a period of five years from the date that it receives its final grant payment from OSFC.

Section 8. Special Provisions.

- I. Any equipment purchased through grant monies that has a service life can be transferred, but not sold to another Fire company, Rescue company or EMS company via an appropriate agreement which states that the equipment is transferred from one organization to another and identifies the equipment being transferred. Copies of the agreement should be retained for audit purposes. Such transfer meets the intent of the Program by allowing approved equipment to be used to improve and enhance the capabilities of other fire, rescue or emergency medical services throughout the Commonwealth.
- II. Should a Fire company, Rescue company or EMS company no longer be officially recognized by the local government, they shall be ineligible to receive a grant under the Program.

Section 9. Contact Information.

All registration questions should be directed to:

Office of the State Fire Commissioner
1310 Elmerton Avenue
Harrisburg, PA 17110-9364
Toll free: 1-800-670-3473
E-mail: RA-EMCOVIDGRANT@pa.gov

COVID-19 Crisis FCEMS Grant Amendment Letter of December 30, 2020

The Consolidated Appropriations Act, 2021, passed by the U.S. Congress and signed by the President on December 27, 2020, amended section 601(d)(3) of the Social Security Act, 42 U.S.C. 801(d)(3), which extends the deadline for Coronavirus Relief Act funds to be used to cover costs contemplated by the Agreement.

As a result, this notice letter amends the following paragraphs of your Agreement (**new dates in bold**):

Paragraph 4: The term of this Agreement is **March 6, 2020 to July 31, 2021**.

Paragraph 5: The performance period for this Agreement is **March 6, 2020 to June 30, 2021**.

Paragraph 19: **The Subrecipient shall encumber or use all program funding provided by OSFC by June 30, 2021. All program funding shall be used solely for necessary expenditures incurred due to the COVID-19 public health emergency during the covered period from March 6, 2020 to June 30, 2021.**

Paragraph 21: Following the performance period's conclusion, and in order to comply with U.S. Treasury guidelines, the Subrecipient shall file a Final Report with OSFC no later than **July 31, 2021**. The Final Report shall account for expenditures using Program funds through the submission of proof of expenditures related to the purchase of Service(s). Proof of expenditures may include, but is not limited to, purchase receipts, itemized invoices, purchase orders, utility bills, general ledgers and subsidiary ledgers used to account for the receipt and disbursement of Program funds, 2019-2020 or 2020-2021 budget records, payroll and time records (if applicable), contracts and subcontracts entered into using Program funds, or other such sources of information that may be required by OSFC or the federal government as proof of expenditures.

Paragraph 23: Failure to file a complete Final Report of eligible expenses **on or before July 31, 2021** is grounds for OSFC to seek the return of all Program funds awarded.

Paragraph 24: As a recipient of CARES Act funding, the Subrecipient shall maintain and make available to the Commonwealth and all federal agencies, upon their request, all documents and financial records sufficient to establish compliance with the governing legal requirements for this Program. These documents and financial records must support that the Service(s):

- a. was a necessary expenditure incurred by the Subrecipient due to the COVID-19 public health emergency;
- b. was not accounted for in the Subrecipient's budget; and
- c. was an expense incurred by the Subrecipient between **March 6, 2020 and July 31, 2021**.

Further, all deadlines and dates found in Attachment B of the Agreement (Program Guidance) are deemed to be amended to reflect the amended dates in the Agreement above.

This Amendment is issued in accordance with paragraph 3 of the Agreement.