

## Erie County Fire/EMS Operational Support Program Guidelines

### PROGRAM OVERVIEW

American Rescue Plan Act (ARPA) is allowing for an unprecedented financial investment in Erie County. Of the \$350 billion allocated to Coronavirus State and Local Fiscal Recovery Funds, which are to be used to help state and local governments cover increased expenditures, replenish lost revenue, and mitigate economic harm from the COVID-19 pandemic, Erie County is receiving \$52.4 million.

With funds received through the preceding CARES Act, the County distributed \$585,313 to emergency service agencies to cover direct costs incurred in responding to the COVID-19 public health emergency. Unlike the CARES Act funding, which the legislature required be spent quickly to address immediate challenges created by the COVID-19 pandemic, ARPA funds may be spent over the next five years, allowing for critical, timely needs to be met as well as the opportunity to plan and invest for the future.

Erie County has allocated \$1.3M in support of Public Safety programs, of which \$360,000 is being used for the Fire/EMS Operational Support Program. These funds are being administered by the Erie County Department of Public Safety in partnership with the Erie County Firefighters Association and the Erie Area Council of Governments.

The Fire/EMS Operational Support Program is being implemented in compliance with the ARPA Coronavirus State and Local Fiscal Recovery Funds guidance published by the US Department of the Treasury, which is found at <https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds>.

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### ELIGIBLE APPLICANTS

- Volunteer fire departments/companies located in Erie County, PA
- Emergency medical services agencies located in Erie County, PA

### OTHER ELIGIBILITY CRITERIA

To be eligible to apply, applicants are required to:

- Sign on to the 2021-2022 Collaborative EMS Response Plan Agreement for Erie County;
- Propose expending all awarded funds by May 31, 2023; and
- Adhere to contemporary practices/policies with regards to diversity, equity, and inclusion.



## PROGRAM GUIDELINES

- Eligible uses of funding include utilities, insurance, mortgage/rent, existing vehicle loans, staffing, turnout gear, training and certification, and other general operating expenses.
- Ineligible uses of funds include vehicle and equipment purchases, purchases of PPE, and revenue replacement.
- The maximum grant amount per applicant is \$10,000. Funds will be disbursed on a reimbursement basis.
- Applicants may use Erie County Fire/EMS Operational Support grant funding to cover eligible expenditures incurred since March 3, 2021 that have not been covered by other sources of funding.

## SUBMITTING AN APPLICATION

Applicants must use the online form available at <https://eriecountypa.submittable.com>.

Applications to the Erie County Fire/EMS Operational Support grant program are due **March 31, 2022 at 11:59 pm**. Late submissions will not be accepted or reviewed – no exceptions. This is a one-time grant program supported, in whole, by the Coronavirus State and Local Fiscal Recovery Fund grant awarded to Erie County, Pennsylvania by the U.S. Department of the Treasury.

## ADDITIONAL PROVISIONS

Recipients of Erie County CLFRF funds that expend more than \$750,000 in federal awards during their fiscal year will be subject to an audit under the Single Audit Act and its implementing regulation at 2 CFR Part 200, Subpart F regarding audit requirements.

Documenting expenditures is essential to managing compliance risk and minimizing the possibility that costs are deemed ineligible, thereby requiring that the grantee return funds to Erie County.

For a period of five years, recipients of Erie County CLFRF funds are obligated to retain records relating to the use of the monies, including, but not limited to, invoices, contracts, receipts, purchase orders, correspondence, and records demonstrating that funds were spent for purposes permitted by the ARPA and related federal guidance. Such records must be made available to representatives of Erie County upon request and in the requested format.

## QUESTIONS?

Questions may be directed to Jessica Horan-Kunco at the Erie Area Council of Governments at [jhkunco@erieareacog.org](mailto:jhkunco@erieareacog.org), or Melinda Meyer at the Erie County Department of Planning and Community Development at [mmeyer@eriecountypa.gov](mailto:mmeyer@eriecountypa.gov)

## APPLICATION FORM

(For reference only. All applications must be submitted online at <https://eriecountypa.submittable.com>)

Name of Applying Agency:

Primary Contact Name:

Primary Contact Title:

Primary Contact Email:

Primary Contact Phone #:

Mailing Address:

Mailing Address 2: (optional)

Mailing City:

Mailing State:

Mailing Zip:

Website:

DUNS Number:

SAM.gov Registration Number and Registration Expiration Date:

EIN #:

Has your agency applied for or received American Rescue Plan Act funding from any other source?

Y/N/Not applicable

### **Total Amount Requested from Erie County:**

**Organization Description:** Describe your organization, and its mission and core work.

**Intended Audience:** Describe the intended audience or service area for your organization.

**Community Relationships:** Describe your community and how they engage with your organization. Include information on how you build relationships and partner with community stakeholders.

**Negative Economic Impact:** Describe how your organization has been negatively impacted by the COVID-19 public health emergency and explain the critical need for this funding. How will you utilize funds to support your operations?

**Performance/Service Data:** Provide the following statistics for your organization.

- 2019 Number of calls for service responded to by your agency
- 2020 Number of calls for service responded to by your agency
- 2021 Number of calls for service responded to by your agency (To-date)
  
- 2019 Number of staff/active volunteers
- 2020 Number of staff/active volunteers
- 2021 Number of staff/active volunteers

**Budget:** Applicants may request reimbursement for eligible expenditures incurred between March 3, 2021 and May 31, 2023. Using the table below, provide an overview of how your organizations will utilize the requested funding.

EXPENSE	EXPENSE DESCRIPTION	AMOUNT
Salaries		\$
Fringe Benefits		\$
Equipment		\$
Supplies		\$
Contracted Services		\$
Utilities		\$
Insurance		\$
Mortgage/Rent		\$
Vehicle Loan Payments		
Training/Certification		\$
Other Operating Costs		\$
<b>TOTAL</b>		<b>\$</b>

**Diversity, Equity, and Inclusion:** What steps have you taken to include diverse groups in your workforce, such as but not limited to minority groups, women, and early and mid-career volunteers/staff?

**Required Attachments:**

- 2019 Tax Return Form 990
- 2020 Tax Return Form 990
- Most recent Annual Report or Newsletter (Optional)

**Certification:**

- I am the representative of the applicant listed above who is authorized to submit this form.
- I attest that the information provided in this application is true, accurate, and complete.

I certify the submission of this Erie County Fire/EMS Operational Support grant application. (Check box)