

FY2009

EMS DEDICATED GRANTS TIME LINE

Bureau sends *Application* and *Instructions* to agencies 2/28/08

Agency completes *Application* and submits to the Bureau, postmarked or hand delivered no later than 5 pm: 5/31/08

EMSAC Grant Subcommittee and Bureau evaluate completed *Applications* 6/30/08

Bureau sends notification to agencies of status of each requested item 7/31/08

Bureau sends award approval or non-approval notification and contract documents to agencies 7/31/08

Agency returns signed *Contract* to the Bureau, postmarked or hand delivered no later than 5 pm: 9/01/08

Bureau disburses award amount to agency award recipients 9/30/08

Agency purchases awarded equipment and/or vehicle between: 9/01/08
and: 3/15/09

Agency submits *Accounting Form* with invoices and proof of payment for awarded items to Bureau within thirty (30) days of receipt of item
OR no later than: 4/01/09
whichever occurs first

Agency returns unused funds to Bureau with *Accounting Form* within thirty (30) days of receipt of awarded item
OR no later than: 4/01/09
whichever occurs first