



**VDH** VIRGINIA  
DEPARTMENT  
OF HEALTH  
*Office of Emergency  
Medical Services*

**Virginia Department of Health  
Office of Emergency Medical Services  
Administration & Fiscal**

109 Governor Street  
Richmond, Virginia 23219



**[Michael D. Berg, MPA, NRP](#)**  
EMS Systems Funding  
Michael.Berg@vdh.virginia.gov  
Phone: (804) 517-1770

**[Debra Bennett, MPH, BSBA](#)**  
Grants Specialist  
Debra.Bennett@vdh.virginai.gov  
Phone: (804) 350-5899

## 1. PURPOSE and AUTHORITY

Rescue Squad Assistance Fund (RSAF) Grant Program (RSAF) is a multi-million-dollar grant program for Virginia non-profit EMS agencies and organizations. The RSAF grants are awarded through the Virginia Department of Health (VDH) Office of Emergency Medical Services (OEMS). This policy document describes the practices by which the Office of Emergency Medical Services (OEMS or the Agency) executes the administration and expenditure of allotments from the Virginia Rescue Squads Assistance Fund as established in the *Code of Virginia* (the Code) § [32.1-111.12](#).

*Pursuant to § [32.1-111.12](#). “For the purpose of providing financial assistance to emergency medical services organizations in the Commonwealth, of providing the requisite training for emergency medical services personnel, and of purchasing equipment needed by such organizations, there is hereby created in the Department of the Treasury a special nonreverting fund that shall be known as the Virginia Rescue Squads Assistance Fund. The Fund shall be established on the books of the Comptroller, and any moneys remaining in such Fund at the end of each fiscal year shall not revert to the general fund but shall remain in the Fund. Interest earned on such moneys shall remain in the Fund and be credited to it. The Fund shall consist of any moneys appropriated for this purpose by the General Assembly and any other moneys received for such purpose by the Board. On and after July 1, 1996, any such moneys unexpended at the end of a fiscal biennium shall remain in the Fund and shall not revert to the general fund.”*

## 2. DEFINITION OF TERMS

**“Virginia Rescue Squads Assistance Fund” (RSAF)** mean the grant program for nonprofit licensed EMS agency or other Virginia emergency medical service organization operating on a nonprofit basis exclusively for the benefit of the general public pursuant to § [32.1-111.12](#) of the Code of Virginia.

**“EMS-GRANT INFORMATION FUNDING TOOL” (E-GIFT)** means Rescue Squad Assistance Fund (RSAF) online grant application system. The E-Gift has replaced the Consolidated Grant Application System (CGAP), the software program used in the past. E-Gift automates the grant process by using a web-based system.

- The **Authorized Agent**, or grant submitter, is the person responsible for the completion of the grant application on the agency’s behalf. The authorized agent can create and make any necessary modifications to the grant.
- The **Financial Officer** is the person responsible for the receipt, care, and disbursement of money of an agency or organization. The Financial Officer will have the ability to review and e-sign the grant; they do not have editing capabilities.
- The **Agency Operational Medical Director (OMD)** is an EMS physician, currently licensed to practice medicine or osteopathic medicine in the Commonwealth, who is formally recognized and responsible for providing medical direction, oversight and quality improvement to EMS agency and personnel. The OMD will have the capability

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to review and e-sign the grant. All OMD's accounts have already established with the Office of EMS and are required to use their existing account to log into E-Gift.

**“Eligible Agencies”** explicitly articulates the types of agencies or organizations that are eligible to apply for a RSAF Grant, Licensed EMS Agencies and Non-Licensed EMS Agencies.

- A **Licensed EMS Agency** is an agency that is authorized by the Office of EMS to provide emergency medical services in the state as an EMS agency.
- A **Non-Licensed EMS Agency** is an agency that is not authorized by the Office of EMS to provide Emergency medical services in the state, for example EMS Regional Council, Community College, Sheriff's Office, 911 Centers, and Volunteer Fire Department.

**Financial Assistance and Review Committee (FARC)** - created in 1978 by the EMS Advisory Council to carry out the responsibility of reviewing RSAF grant applications and recommending funding. In 1996, FARC was established by [§32.1-111.12:01](#) in the Code of Virginia for the purposes of administering the Virginia RSAF grant funds. The FARC is composed of six members, including a chairman, who each represent an EMS region throughout Virginia.

**“Eligible Use of Funds”** - Funding may be used for:<sup>1</sup>

1. Establishment of a new EMS agency, program, or service where needed to improve emergency medical services offered in an area
2. Expansion or improvement of an existing EMS agency, program, or service
3. Replacement of equipment or procurement of new equipment
4. Establishment, expansion, or improvement of EMS training programs

**“Fiscal Period”** means the Commonwealth's fiscal period which begins on July 1<sup>st</sup> and runs through June 30<sup>th</sup> of the next calendar year, *e.g.*, July 1, 2022, through June 30, 2023 is FY23.

### 3. PRECEDENCE OF LAW & DISCLAIMER

Nothing contained within this document shall be construed to supersede the *Code of Virginia*. In the event of a conflict, the *Code of Virginia* shall supersede the conflicting provision of this Policy document.

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<sup>1</sup> OEMS maintains a list that represents an average price of EMS vehicles, EMS equipment, communications equipment, and EMS education programs frequently requested under RSAF. This list is based on current market pricing and is not all-inclusive. RSAF awards for items maintained on this list shall not exceed the approved amount.

#### 4. GENERAL OVERVIEW OF THE FUND

The primary goal of the Rescue Squad Assistance Fund (RSAF) is to financially assist governmental, volunteer, and non-profit EMS agencies to purchase EMS equipment and vehicles and provide needed EMS programs and projects. RSAF is primarily a reimbursement grant that requires the grantee to make the purchase for the awarded item(s) and then submit an invoice for reimbursement.

#### 5. DISBURSEMENTS FROM THE FUND

1. **Minimum Allocations** - There is no monetary limit on how much money you can apply for in your RSAF grant application. There is a **minimum amount of \$500.00** for each line item submitted on the grant application. Each line item must be \$500.00 or more to progress to the grant review process. Like items may be consolidated in one-line item with all individual pricing combined. Please round up for dollar amounts, if lower than fifty cents round down, if higher than fifty cents round up to the whole dollar amount.
2. **Application Cycle** - There are two RSAF grant cycles per year, the deadlines are March 15 and September 15. Grants are awarded on July 1 and January 1 for a twelve-month period. You may apply for the RSAF grant for each cycle if your agency wishes to do so; however, each agency can only submit one application per cycle (you can submit more than one item on your application) to be considered for a grant award.
3. **Grant Review Process** - the applications are reviewed and graded by:
  1. The appropriate Regional EMS Council
  2. The appropriate OEMS Program Representative
  3. The Appropriate OEMS Program Manager
  4. The OEMS Technical Coordinators
  5. The EMS Advisory Board, Transportation Committee
4. **Approval/Denial:** FARC will conduct a non-public meeting (usually the first week of June and December, respectively) to prepare their recommendations to the State Health Commissioner for the requests that received a viable funding grade. The Committee reserves the right to recommend a request be partially funded or to place a condition of funding on any award. Within 7 days of the award meeting, a report of the requests that are "Recommended for Funding" will be submitted to the Commissioner of Health for approval. All approvals/denials will be posted in E-GIFT on the award dates (January 1/July 1) in the agency's account, this information is also placed on the OEMS, Grants Program website by July 1 and January 1.

## 6. FARC

1. **Appointments** – Appoints to one of the six positions of the FARC are approved by the Governor’s EMS Advisory Board for terms of three years. No appointee may serve more than two successive terms. The names for such appointments are submitted to the FARC prior to the terms expiring to preserve representation of the emergency medical services councils. Midterm vacancies shall be filled by nominations submitted by the affected designated regional EMS council.
2. **Officers Positions** - The chairman shall be elected from the membership of the FARC for a term of one year and shall be eligible for reelection. A vice-chairman shall be elected from the membership of the FARC for one year and shall be eligible for reelection.
3. **Meeting and Attendance** - FARC shall meet four times annually at the call of the chairman of the commissioner. Attendance is mandatory. A quorum shall consist of no less than four members.
4. **Confidentiality Statement** - FARC members are to review and sign an annual Confidentiality statement (attachment) to be retained by Office of EMS staff assigned to the committee.
5. **Code of Ethics** - FARC members are to review and sign an annual Code of Ethics statement (attached) to be retained by the Office of EMS staff assigned to the committee.

## 7. GENERAL POLICIES

1. **Modification** (under development)
2. **Extension** (under development)
3. **Emergency Grants** (under development)
4. **Regional Grant Reviews** (under development)

Attachments

5. Confidentiality Statement
6. Code of Ethics

**Attachment 1**

**Financial Assistance Review Committee  
Confidentiality Statement for Committee Members**

It is the policy of the Financial Assistance Review Committee (FARC) that committee members will not disclose confidential information belonging to, or obtained through their affiliation with, the FARC Committee to any person, including their relatives, friends, and business and professional associates, unless the individual FARC committee member has authorized disclosure. This policy is not intended to prevent disclosure where disclosure is required by law.

Confidentiality is the preservation of privileged information. FARC committee members and other staff are cautioned to demonstrate professionalism, good judgment, and care always in handling any information related to the business of the FARC to avoid unauthorized or improper disclosures of confidential information.

While FARC committee members are expected and encouraged to discuss the organization with one another and targeted publics, they shall not report opinions expressed in meetings, nor shall they report independently on committee action, or engage in any communication that has not been approved by the FARC Committee Chair or that would not be supported by FARC policy, procedures, or decisions.

At the end of the FARC committee member's term or upon his/her retirement, resignation, or removal from the committee, he/she shall return, at FARC committee's request, all documents, papers, and other materials, regardless of medium, which may contain or be derived from confidential information, in his/her possession. It is expected that FARC committee members will not use trade secrets, client lists, or other confidential information acquired by virtue of being on the committee, even after they complete their service with FARC.

**Certification**

I have read The Financial Assistance Review Committee 's Statement of Confidentiality as presented above. I agree to abide by the requirements of the policy and this statement and to inform the Committee Chair immediately if I believe any violation (unintentional or otherwise) of the policy or this statement has occurred.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

Attachment 2

**State Emergency Medical Services Advisory Board  
Financial Assistance Review Committee  
Code of Ethics**

**Overview:** Ethical behavior is based on shared values and principles which guide and support individuals and groups to avoid actual, or the appearance of, conflicts of interest, positively contribute to discussion and decision making, maintain public trust, and effectively carry out the duties entrusted to them.

**Principles:** The public should reasonably expect that individuals and groups, who serve government, to be trustworthy and accountable for the performance of their duties. This is demonstrated by, but not limited to:

- Understanding and abiding by the expectations and obligations of their position;
- When uncertain, to seek out information and interpretation to ensure that actions and decisions are ethical;
- Accepting personal responsibility for the foreseeable consequences of action and inaction of the Board;
- Considering the long-term interests of the government and the citizens;
- Recognizing that members shall not use knowledge of a confidential nature to further personal interest or to violate the privacy and confidentiality of information entrusted to them;
- Interact with the public and with other members of the Board in a respectful manner with concern, courtesy and responsiveness;
- Not knowingly engage in any activity or business which creates a real or perceived conflict of interest or has an adverse effect on the confidence of the public in the integrity of government
- Performing the duties of the Board with integrity, truthfulness, and honesty;
- Upholding the Constitution of the Commonwealth of Virginia, Code of Virginia, and the laws and legal regulations of the United States of America;
- Not discriminating against by dispensing special favors or privileges to anyone, for remuneration or not; and never accepting, for oneself or family, favors or benefits under circumstances which may be construed by reasonable persons as influencing the performance of one's governmental duties;
- Making no private promises of any kind binding upon the duties of office, as no Board member has a private word which can be binding on public duty;
- Engaging in no business with the Commonwealth of Virginia, either directly or

indirectly, conflicts with the conscientious performance of one's governmental duties;

- Never utilize the power vested in the position to affect influence or use any confidential information received in the performance of Board duties as a means of personal gain;
- Promptly reporting any actual or perceived violation of ethical conduct;
- Upholding these principles ever conscious that the public office is a public trust.
- Accurately represent the unique concerns of the members' constituent group in Board discussions and decisions, and then support by word and action any decision reached by the Board.

Additional specifics regarding prohibited conduct may be found in Virginia Code § 2.1-639.4

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_