



February 10, 2025

Dear Potential Applicant:

You are invited to submit an application to the Pennsylvania Department of Health in accordance with the enclosed Request for Applications (RFA) #67-197.

All questions regarding this RFA must be directed by e-mail to martiant@pa.gov, no later than 12:00 p.m. ET on **February 24, 2025**. All questions must include the specific section of the RFA about which the potential applicant is requesting clarification. Answers to all questions will be posted at www.emarketplace.state.pa.us. Click on 'Solicitations' and search for the above RFA number.

Please submit one application, (Part 2 of this RFA) by email to RA-DHHEALTH_DEPT_DOC@pa.gov. The Department cannot accept secure or encrypted emails. Any submission via secure or encrypted email will be immediately discarded. Applications must be received no later than 1:30 p.m. ET on **March 10, 2025**. Applications can be submitted as soon as they are ready for submission; to prevent late submissions, applicants are encouraged to not wait until this closing date and time. The timestamp on the received application email in the [RA-DHHEALTH DEPT DOC@pa.gov](mailto:RA-DHHEALTH_DEPT_DOC@pa.gov) inbox is the final and only timekeeper to determine if the application was received by the deadline.

LATE APPLICATIONS WILL NOT BE ACCEPTED REGARDLESS OF THE REASON.

Please type "APPLICATION ENCLOSED RFA #67-197" as the subject line of your e-mail submission.

We expect that the evaluation of applications and the selection of Grantees will be completed within eight weeks of the submission due date.

Sincerely,

Office of Procurement
For Agency Head

Enclosure

Request for Application

Emergency Medical Services High School Pilot Program

RFA Number
RFA67-197

Date of Issuance
February 10, 2025

Issuing Office: Pennsylvania Department of Health
Office of Procurement
Email: RA-DHHEALTH_DEPT_DOC@pa.gov

RFA Project Officer: Anthony Martin
Pennsylvania Department of Health
Bureau of EMS
Email: martiant@pa.gov

Emergency Medical Services High School Pilot Program

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Application Forms and Attachments

- I. Cover Page
- II. BOP-2201 Worker Protection and Investment Certification Form
- III. BOP-1307 Lobbying Certification Form
- IV. Work Statement
- V. Budget Template is downloadable and is attached for completion of the budget request
- VI. Regional Map

Any Grant Agreement resulting from this RFA will include certain standard terms and conditions, which will be attached as appendices and will be part of the agreement, which may either be found at <http://www.health.pa.gov/vendors> or are attachments to this RFA. These terms and conditions are not negotiable and are listed below:

- Payment Provisions (Rev. 9/21)
- Commonwealth Standard General Terms and Conditions (Grant) (Rev. 10/1/23)
- Department Standard General Terms and Conditions (Grant) Rev. 12/24)
- Audit Requirements (Rev. 10/24)
- Commonwealth Travel and Subsistence Rates (Rev. 8/18)
- Minimum Personal Computer Hardware, Software, and Peripherals Requirements (Rev. 1/19)

- Pro-Children Act of 1994 (Rev. 12/05)
- Federal Standard Terms and Conditions (Grant) (Rev. 12/24)

PART ONE

Emergency Medical Services High School Pilot Program

General Information

A. Information for Applicants

Through this RFA process, the Pennsylvania Department of Health (Department) is soliciting Emergency Medical Services (EMS) training fund applications for the EMS High School Pilot Program. The Department is interested in funding applications addressing the need for EMS providers within the Commonwealth of Pennsylvania. The overall goal of this funding is to promote EMS pilot programs (one within each of the three regions in Pennsylvania as identified in Attachment VI., “Regional Map”) for high school students who are in at least the ninth grade to increase the number of individuals capable of becoming EMS providers. The anticipated Grant Agreement term is January 1, 2025, to June 30, 2026, subject to the availability of funding. If the anticipated effective date is changed by the Department for the resulting Grant Agreement, the term is expected to remain a total of eighteen months, subject to the availability of funding.

At the Department’s discretion and by letter notice, the Department may extend the resulting Grant Agreement as follows:

Extension. Upon notice to the Grantee, without the need for a formal amendment, the Department may, for any reason, exercise an extension that extends the term of the agreement, the period of performance, or both. The aggregate duration for all extension periods, exclusive of the 3-month extension, cannot extend the term of the agreement more than 5 years from the effective date. The same terms and conditions apply to an extension unless otherwise stated. The extension is part of the agreement and subject to its provisions.

- 1. No-Cost.** The Department may issue a no-cost extension of the agreement for any reason. The no-cost extension only extends the time period when the Grantee is permitted to use remaining funds and does not extend the agreement beyond five years from the agreement’s effective date. The Department shall provide the Grantee written notice of its decision to issue a no-cost extension. No additional funding is awarded to Grantee in a no-cost extension.
- 2. 3-Month.** The 3-month extension extends the agreement for up to three months.
- 3. Cycle.** The cycle extension extends this agreement for one or more periods, up to three years. The budget for the period may be: equal, on a pro rata basis, to the original term period of this agreement or a prior cycle extension period, from either the start of the original term period or prior cycle extension period, or subsequent to changes occurring during such periods; a decrease from any such periods; or an increase from any such periods up to 0%. The Department may eliminate, or decrease, the amounts for line items within the budget categories of Supplies/Equipment, Travel, and Other.

Applications are welcomed from institutions of higher education, including accredited EMS Educational Institutes, within the Commonwealth of Pennsylvania. An applicant may submit only one application. An Applicant may only apply for one region and must specify the region being

applied for on the Cover Page, as per Attachment VI. “Regional Map” guidance. If more than one application is received from any one Applicant, or more than one region is specified, the application(s) will be deemed unresponsive and will be rejected. Additional information about how to apply, relevant and specific restrictions, and stated preferences regarding applicants are noted and outlined in Section B. Applicants are encouraged to be innovative and creative in their approach.

This RFA provides interested and eligible parties with information to prepare and submit applications to the Department. Questions about this RFA can be directed to the contact listed on the potential applicant letter (which is the first page of this RFA) by the date and time listed therein. All questions must include the specific section of the RFA about which the potential applicant is requesting clarification. Answers to all questions will be posted under the RFA Solicitation at www.emarketplace.state.pa.us. Each applicant shall be responsible to monitor the website for new or revised RFA information. The Department shall not be bound by any information that is not either contained within the RFA or formally issued as an addendum by the Department.

In order to do business with the Commonwealth of Pennsylvania providers are required to enroll in the SAP system. Applicants may enroll by selecting “Non-Procurement” at: <https://www.budget.pa.gov/Services/ForVendors/Pages/Vendor-Registration.aspx> or by calling toll free at 1-877-435-7363. The PDF and MP4 embedded links next to “Non-Procurement” provide guidance on enrolling.

B. Application Procedures

1. General

- a) Applications must be received by the Department by the time and date stated in the cover letter. The Department will reject any late applications. The decision of the Department with regard to timeliness of submission is final.
- b) If it becomes necessary to revise any part of the application guidelines, an amendment will be posted under the RFA Solicitation at www.emarketplace.state.pa.us.
- c) The decision of the Department with regard to selection of applicants is final. The Department reserves the right, in its sole and complete discretion, to reject any and all applications received as a result of this request and to negotiate separately with competing applicants.
- d) The Department is not liable for any costs the applicant incurs in preparation and submission of its application, in participating in the RFA process, or in anticipation of award of the resulting Grant Agreement(s).
- e) The Department reserves the right to cancel the RFA at any time up until the full execution of the resulting Grant Agreement(s).
- f) Awarded applicants and non-selected applicants shall not be permitted to issue news

releases pertaining to this project prior to official written notification of award by the Department review committee. Any subsequent publication or media release issued by the Grantee throughout the life of the Grant using funding from this Grant Agreement must acknowledge the Department as the granting agency and be approved in writing by the Department.

2. Evaluation of Applications

All applications meeting stated requirements in this RFA and received by the designated date and time, will be reviewed by a committee of qualified personnel selected by the Department. The Review Committee will recommend applications that most closely meet the evaluation criteria developed by the Department. If the Review Committee determines that additional clarification of an application is needed, Bureau of EMS staff and staff from the Office of Procurement will schedule an oral presentation, either in person or via a conference call, or assign a due date for the submission of a written clarification, or both.

Evaluation criteria used by the Review Committee, include:

- a) Statement of the Problem
- b) Program Goals and Implementation
- c) Performance Measures
- d) Timeline
- e) Budget Detail and Budget Narrative

3. Awards

Grants will be administered through the Department.

All applicants will receive official written notification of the status of their application from the Department. Unsuccessful applicants may request a debriefing. This request must be in writing and must be received by the Bureau of EMS within 30 calendar days of the written official notification of the status of the application. The Bureau of EMS will determine the time and place for the debriefing. If the debriefing is held via Microsoft Teams, a link, phone number, and conference ID number will be provided. The debriefing will be conducted individually by Bureau of EMS staff. Comparison of applications will not be provided. Applicants will not be given any information regarding the evaluation other than the position of their application in relation to all other applications and the strengths and weaknesses in their individual application.

4. Deliverables

The awarded applicants shall:

- a) Provide an EMS pilot program for high school students who are in at least the ninth grade to increase the number of individuals capable of becoming EMS providers. Incorporating fire instruction is permitted.
- b) Operate the EMS pilot program by entering into an agreement with a school entity or

nonpublic school, or both, for the provision of instruction to students who are in at least the ninth grade.

5. Reporting Requirements

- a) The awarded applicant(s) shall submit a written mid-term report of progress, issues, and activities to the Department within 90 calendar days after the Grant Agreement effective date. The mid-term report shall, at a minimum, identify if activities are proceeding according to the project plan, and explain any deviations from the project plan. Any changes to the scope or methodology of this EMS pilot program's activities during the term of the Grant Agreement must be approved in writing by the Department. (If and when any subsequent Grant renewals are approved, the awarded applicant(s) shall submit this written mid-term report within 180 calendar days after each Grant Agreement renewal effective date.)
- b) The awarded applicant(s) shall submit to the Department a final written report within 30 calendar days after the end date of the Grant Agreement. The final report shall include, at a minimum:
 - i. Identify if activities proceeded according to the project plan and explain any deviations from the project plan.
 - ii. The number of high school student applications received for the EMS pilot program.
 - iii. The number of high school student applications approved for the EMS pilot program.
 - iv. The number of high school students actually served by the EMS pilot program.
- c) The awarded applicant(s) shall submit to the Department's Project Officer an annual assessment report once per calendar year throughout the term of the Grant Agreement, using the "CLAS Self-Assessment Tool for Grantees" template that can be found at the following link: <https://www.pa.gov/en/agencies/health/resources/contractor-grantee.html>. The annual report shall summarize in detail how the awarded applicant(s) have met the Health Equity requirements contained in paragraph 22 of the Department Standard General Terms and Conditions (Grant) (Rev. 12/24).

C. Application Instructions and Required Format

1. Application Instructions

The following is a list of requirements:

- a) The applicant must submit one application (Part Two of this RFA), by email to RA-DHHEALTH_DEPT_DOC@pa.gov. The Department cannot accept secure or encrypted emails. Any submission via secure or encrypted email will be immediately discarded.

- b) The application must be received by the date and time specified in the cover letter. Applicants should consider that technical difficulties could arise and allow sufficient time to ensure timely email receipt. **(Late applications will be rejected, regardless of the reason). The application can be submitted as soon as it is ready for submission; to prevent late submissions, applicants are encouraged to not wait until the closing date and time in the cover letter.**
- c) Please note there is a 10MB size limitation per email. If the application exceeds 10MB, zip the file to reduce the size or submit multiple emails so the entire application is able to be received.
- d) The application must be submitted using the format described in subsection 2, below – Application Format.

Applicants are strongly encouraged to be brief and clear in the presentation of ideas.

2. Application Format

Applicants must follow the format as described below to complete Part Two of this RFA. Applications must be typewritten on 8 ½” by 11” paper, with a font size no smaller than 10 point and margins of at least ½ inch.

- a) **Cover Page** – Complete the form. This form must be signed by an official authorized to bind the applicant/organization to the application.
- b) **Worker Protection and Investment Certification Form (BOP-2201)** – BOP-2201 must be completed and signed by an official authorized to execute the certification on behalf of the applicant.
- c) **Lobbying Certification Form (BOP-1307)** – BOP-1307 must be completed and signed by an official authorized to execute the certification on behalf of the applicant.
- d) **Work Statement** – The work statement narrative must not exceed five pages. Provide a narrative description of the proposed methodology addressing the following topics:
 - i. Statement of the Problem: Applicants shall demonstrate an understanding of the decline of available, certified EMS personnel within Pennsylvania. Applicants shall describe the need for EMS training and recruitment among high school students in Pennsylvania. Applicants shall explain how the EMS pilot program will improve services to Pennsylvania families.
 - ii. Program Goals and Implementation: Applicants shall designate sufficient personnel to serve on the Leadership Team and identify a staff person in an appropriate role to serve as the program or site coordinator. Applicants shall provide an estimate of the number of high school students to be served each year and an estimate of the number

- of staff and volunteers to be utilized for the EMS pilot program. Applicants shall describe their plan for sustaining the program.
- iii. Performance Measures: Applicants shall explain how they will report on output measures (for example, number of high school students served, age or grade level, race, ethnicity, and gender). The specific performance measures collected will be determined by the Department. Applicants shall describe ongoing strategies for monitoring individual and program performance to identify and solve problems that could impact success. Applicants shall address how they will measure client satisfaction and utilize the data to continuously improve services.
 - iv. Timeline: Applicants shall include a timeline for implementation of the proposed program. The timeline shall be a feasible plan and describe the major tasks associated with the goals of this project, assign responsibility for each, and plot completion of each task by month for the duration of the award. Tasks must include attending all required trainings and conducting regular group meetings (either virtually or in person).

- e) **Budget Detail and Budget Narrative** – Use the downloadable format to present the budget request. Instructions regarding completion of the budget can be found in the last worksheet of the downloadable excel budget file. The anticipated Grant Agreement term is January 1, 2025, to June 30, 2026. The overall eighteen-month budget for the application must equal \$100,000 (per region). The budget must contain an Overall Summary in addition to a Summary with Budget Details for Years 1 and 2.

Overall Summary January 1, 2025, to June 30, 2026:	\$100,000.00 (per region)
Year 1 Summary January 1, 2025, to June 30, 2025:	\$50,000.00 (per region)
Year 2 Summary July 1, 2025 to June 30, 2026:	\$50,000.00 (per region)

Applicants shall include a narrative which justifies the need to allocate funds for items in the spreadsheet of the itemized budget and demonstrates how they will maximize cost effectiveness of Grant expenditures. Applicants shall also explain how all costs are calculated, how they are relevant to the completion of the proposed project, and how they correspond to the information and figures provided in the Budget Detail Summary.

See the Budget Definitions section below for more information.

- f) **Redacted Copy-** If you wish, provide a redacted copy of the full application that you submit for this RFA, which redacts confidential, proprietary information, or trade secrets, or some combination thereof. Please follow the process as outlined in Paragraph 26 (Confidentiality) of Department Standard General Terms and Conditions (Grant) (Rev. 12/24), which can be found at <http://www.health.pa.gov/vendors>.

3. **Budget Definitions**

Personnel: This budget category shall identify each position by job title, hourly rate, and the number of hours per year allocated to the project. Fringe benefits are to be shown as a separate line-item by percentage and shall include a detailed listing of the benefits being covered.

Consultant Services: This budget category shall identify the services to be provided by each consultant including hourly rate and number of hours to be utilized under this Grant Agreement.

Subcontract Services: This budget category shall identify the services to be provided by each subcontractor under this Grant Agreement.

Patient Services: This budget category is not applicable and must not be utilized.

Equipment: This budget category shall reflect the actual or projected cost of any equipment \$5,000 or greater. Justification for the purchase of any equipment must be included. Purchase of equipment is not a priority of the Department.

Supplies: This budget category shall reflect expected costs for general office supplies including personal computers and facsimile machines valued at less than \$5,000, needed to support this project.

Travel: This budget category shall include anticipated expenditures for travel including mileage, hotels and meals.

Other: This budget category shall be used for anticipated expenditures that do not fit into any of the other budget categories such as telephone, printing, postage, and indirect costs (overhead, general, and administrative). Indirect rates cannot exceed the provider's Federally approved indirect cost rate schedule. In the description area under OTHER COSTS include the % that the rate reflects, identify the budget categories to which the rate was applied, and list the specific items that the indirect is paying for.

PART TWO

Pennsylvania Department of Health
Bureau of Emergency Medical Services

Emergency Medical Services High School Pilot Program

Request for Applications (RFA) #67-197



COVER PAGE
RFA #67-197

Applicant Name: _____
(Organization or Institution – full legal business entity name, as registered with Department of State)

Type of Legal Entity _____
(Corporation, Partnership, Professional Corporation, Sole Proprietorship, etc.)

Federal I.D. #: _____ **Grant Amount:** \$ _____

SAP Vendor #: _____

Address: _____

City _____ **County** _____ **State** _____ **Zip Code** _____

Application Contact Person: _____

Title: _____

Telephone No.: _____ **Fax:** _____ **E-mail:** _____

Region - List only ONE region (either Eastern, Central, or Western). If more than one application is received from any one Applicant, or more than region is specified, the application(s) will be deemed unresponsive and will be rejected. _____

Applications/proposals/bids received shall remain valid, unless deemed unresponsive, until such time that final award(s) is or are made.

BY SIGNING BELOW, THE APPLICANT, BY ITS AUTHORIZED SIGNATORY, IS BINDING ITSELF TO THE APPLICATION AND REPRESENTING THAT ALL THE INFORMATION SUBMITTED IS TRUE AND CORRECT TO THEIR BEST KNOWLEDGE, INFORMATION AND BELIEF.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
	DATE



WORKER PROTECTION AND INVESTMENT CERTIFICATION FORM

- A. Pursuant to Executive Order 2021-06, *Worker Protection and Investment* (October 21, 2021), the Commonwealth is responsible for ensuring that every worker in Pennsylvania has a safe and healthy work environment and the protections afforded them through labor laws. To that end, contractors and grantees of the Commonwealth must certify that they are in compliance with Pennsylvania's Unemployment Compensation Law, Workers' Compensation Law, and all applicable Pennsylvania state labor and workforce safety laws including, but not limited to:
1. Construction Workplace Misclassification Act
 2. Employment of Minors Child Labor Act
 3. Minimum Wage Act
 4. Prevailing Wage Act
 5. Equal Pay Law
 6. Employer to Pay Employment Medical Examination Fee Act
 7. Seasonal Farm Labor Act
 8. Wage Payment and Collection Law
 9. Industrial Homework Law
 10. Construction Industry Employee Verification Act
 11. Act 102: Prohibition on Excessive Overtime in Healthcare
 12. Apprenticeship and Training Act
 13. Inspection of Employment Records Law
- B. Pennsylvania law establishes penalties for providing false certifications, including contract termination; and three-year ineligibility to bid on contracts under 62 Pa. C.S. § 531 (Debarment or suspension).

CERTIFICATION

I, the official named below, certify I am duly authorized to execute this certification on behalf of the contractor/grantee identified below, and certify that the contractor/grantee identified below is compliant with applicable Pennsylvania state labor and workplace safety laws, including, but not limited to, those listed in Paragraph A, above. I understand that I must report any change in the contractor/grantee's compliance status to the Purchasing Agency immediately. I further confirm and understand that this Certification is subject to the provisions and penalties of 18 Pa. C.S. § 4904 (Unsworn falsification to authorities).

<i>Signature</i>	<i>Date</i>
<i>Name (Printed)</i>	
<i>Title of Certifying Official (Printed)</i>	
<i>Contractor/Grantee Name (Printed)</i>	

LOBBYING CERTIFICATION FORM

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form- LLL, Disclosure of Lobbying Activities, which can be found at:

https://www.epa.gov/sites/default/files/2020-06/documents/sfll_1_2-v1.2_fill-sign.pdf

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed under *Section 1352, Title 31, U. S. Code*. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than **\$100,000** for such failure.

SIGNATURE: _____

TITLE: _____ DATE: _____

Work Statement

See Part One, General Information; Section C, Application Instructions and Required Format; Subsection 2d Work Statement for completion instructions.

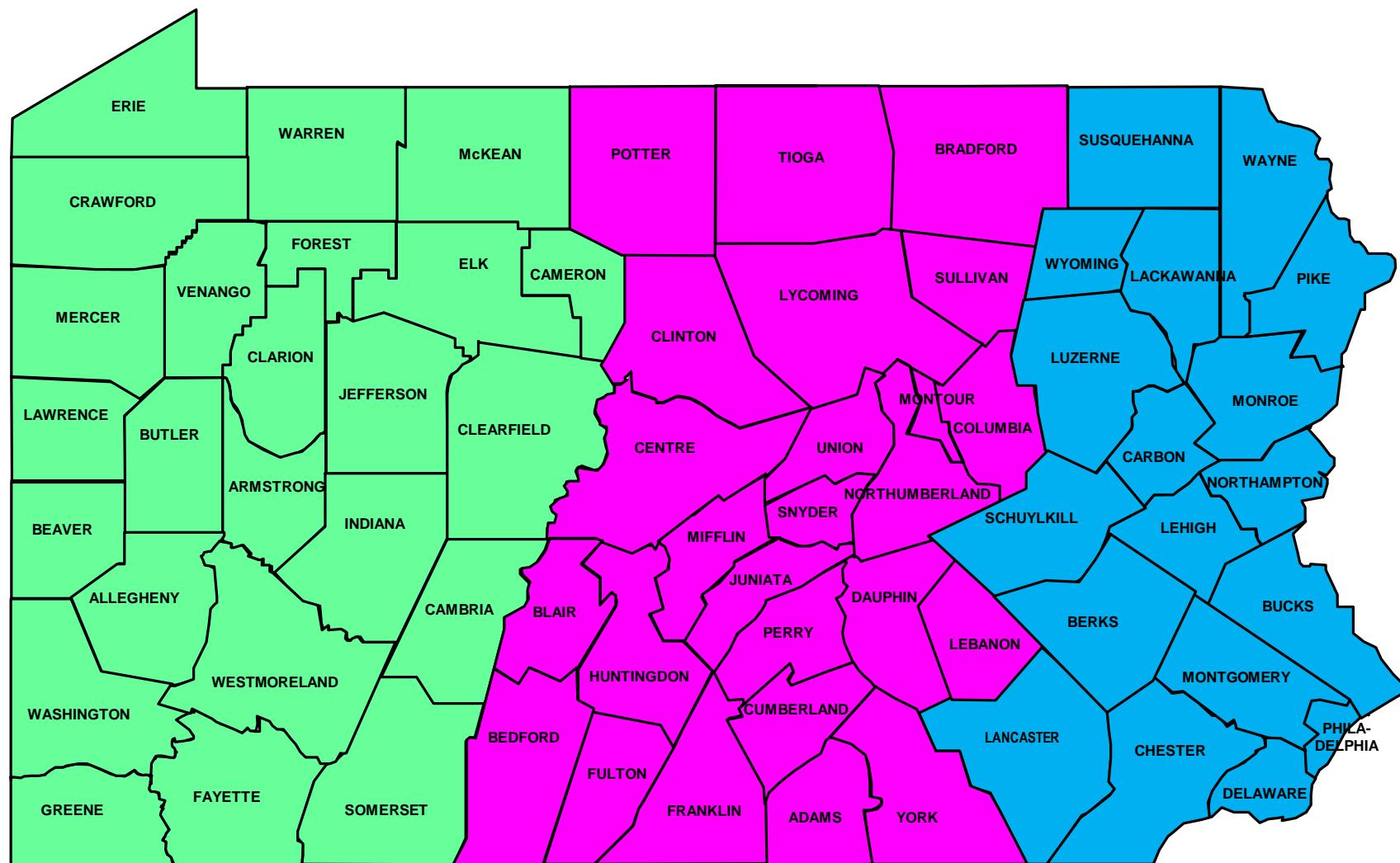
The following language is required to be included in the Work Statement:

Pursuant to Executive Order 2021-06, Worker Protection and Investment (October 21, 2021), the Commonwealth is responsible for ensuring that every Pennsylvania worker has a safe and healthy work environment and the protections afforded them through labor laws. To that end, Contractors and Grantees of the Commonwealth must certify that they are in compliance with all applicable Pennsylvania state labor and workforce safety laws. Such certification shall be made through the Worker Protection and Investment Certification Form (BOP-2201) and submitted with the application.

Budget Template

See Part One, General Information; Section C, Application Instructions and Required Format; Subsection 2e Budget for completion instructions.

Pennsylvania Regions



County Key

Eastern Region:
Berks, Bucks, Carbon, Chester, Delaware, Lackawanna, Lancaster, Lehigh, Luzerne, Monroe, Montgomery, Northampton, Philadelphia, Pike, Schuylkill, Susquehanna, Wayne, Wyoming

Central Region:
Adams, Bedford, Blair, Bradford, Centre, Clinton, Columbia, Cumberland, Dauphin, Franklin, Fulton, Huntingdon, Juniata, Lebanon, Lycoming, Mifflin, Montour, Northumberland, Perry, Potter, Snyder, Sullivan, Tioga, Union, York

Western Region:
Allegheny, Armstrong, Beaver, Butler, Cambria, Cameron, Clarion, Clearfield, Crawford, Elk, Erie, Fayette, Forest, Greene, Indiana, Jefferson, Lawrence, McKean, Mercer, Somerset, Venango, Warren, Washington, Westmoreland

PAYMENT PROVISIONS

The Department agrees to pay the Grantee for services rendered pursuant to this Agreement as follows:

- A. Subject to the availability of state and Federal funds and the other terms and conditions of this Agreement, the Department will reimburse the Grantee in accordance with Appendix C, and any subsequent amendments thereto, for the costs incurred in providing the services described in this Agreement.
- B. This Agreement may span several state fiscal periods; therefore, the Department is obligated to pay no more than the dollar amounts for each state fiscal year (SFY), for the periods of time indicated on the Budget, Appendix C. This provision shall not prohibit the Department from exercising its discretion to move funds unspent at the end of the SFY from one SFY to another to pay for services provided with separate written Department approval and in accordance with this Agreement.
- C. Payment to the Grantee shall be made in accordance with the Budget set forth in Appendix C, and any subsequent amendments thereto, as follows:
 1. The Department shall have the right to disapprove any expenditure made by the Grantee that is not in accordance with the terms of this Agreement and adjust any payment to the Grantee accordingly.
 2. In order to provide adequate cash flow, one payment will be made to the Grantee upon complete execution of the Agreement. State and Federal funds received under this Agreement shall be promptly deposited by the Grantee in an insured interest-bearing account. All interest income derived by the Grantee from the use of state and Federal funds during the Agreement shall be utilized to provide additional services pertaining to the project(s) funded by this Agreement.
 3. Documentation supporting that expenditures were made in accordance with the Appendix C Budget shall be sent by the Grantee to the Department's Project Officer. The Department's Project Officer may request any additional information deemed necessary to determine whether the expenditures in question were appropriately made. The adequacy and sufficiency of supporting documentation is solely within the discretion of the Project Officer.
 4. The Grantee shall submit to the Department monthly expenditure reports within 30 calendar days of the end of each month. The report shall be sent by the Grantee to the Department's Project Officer. The report shall show the Agreement's SAP number, Federal Identification number, date when submitted, name of person preparing the report and total expense amount. The report shall include detailed records to substantiate the report, a detailed report of expenditures, and a report of interest earned to date and expenditures on the interest earned.
 5. The Grantee shall submit to the Department a final expenditure report within 45 days of the Agreement's termination date. The report shall be sent by the Grantee to the Department's Project Officer. The report shall show the Agreement's SAP number, Federal Identification number, date when submitted, name of person preparing the report and total expense amount. The report shall include detailed records to substantiate the report, a detailed report of expenditures, and a report of interest earned to date and expenditures on the interest earned.
 6. Funds must be spent by the Grantee by the termination date of the Agreement, unless a no cost extension is granted pursuant to the terms of this Agreement. Any unspent funds at the end of the Agreement, including interest earned but not expended on the services pertaining to the project funded by this Agreement, shall be returned to the Commonwealth within 45 days of the Agreement's termination date. A check in the amount due to the Commonwealth shall be made payable to the "Commonwealth of Pennsylvania, Department of Health". The Grantee shall also provide a detailed explanation of the funds being returned and shall include the Agreement's SAP number. The check and correspondence shall be mailed to the Department's Project Officer, Bureau of Emergency Medical Services , PA Department of Health, 1310 Elmerton Avenue, Harrisburg, PA 17120.
 7. The Grantee has the option to reallocate funds between and within budget categories (Budget

Revision), subject to the following criteria:

a. General Conditions for Budget Revisions

i. *Budget Revisions At or Exceeding 20%.*

- A. The Grantee shall not reallocate funds between budget categories in an amount at or exceeding 20% of the total amount of the Agreement per budget year as set forth in Appendix C Budget, and any subsequent amendments thereto, without prior written approval of the Department's Project Officer.
- B. The Grantee shall request prior written approval from the Department's Project Officer when the cumulative total of all prior Budget revisions in the budget year is 20% or greater of the total amount of the Agreement per budget year.
- C. Reallocations at or exceeding 20% of the total amount of the Agreement per budget year may not occur more than once per budget year unless the Department's Project Officer finds that there is good cause for approving one additional request. The Project Officer's determination of good cause shall be final.

ii. *Budget Revisions Under 20%.* The Grantee shall notify the Department's Project Officer of any Budget Revision under 20% of the total amount of the Agreement per budget year in writing, but need not request Department approval, except as provided for in Paragraph 7(a)(i)(B) above.

iii. The Grantee shall obtain written approval from the Department's Project Officer prior to reallocating funding into a previously unfunded budget category or prior to eliminating all funding from an existing budget category, regardless of the percentage amount.

iv. At no time can Administrative/Indirect cost rates be increased via a Budget Revision.

b. Budget Revisions Relating to Personnel

i. Any change to funds in the Personnel Category requires the approval of the Department's Project Officer, and any such change at 20% or over as set forth in Paragraph 4(a) shall be counted as one Budget Revision under that paragraph.

ii. The Grantee may not reallocate funds to, or move funds within, the Personnel Services Category of the Budget (Appendix C), and any subsequent amendments thereto, to increase the line items in that category unless one of the following circumstances apply:

- A. The Grantee is subject to a collective bargaining agreement or other union agreement and, during the term of this Agreement, salaries, hourly wages, or fringe benefits under this Agreement are increased because of a renegotiation of that collective bargaining agreement or other union agreement. The Grantee shall submit to the Department's Project Officer written documentation of the new collective bargaining or other union agreement, which necessitates such reallocation.

- B. The Grantee is unable to fill a position that is vacant or becomes vacant at or after the effective date of this Agreement. The Grantee shall submit to the Department's Project Officer written justification for the request to increase line item amounts and reallocation of funds in connection with filling such a position in sufficient detail for the Department to evaluate the impact of that reallocation on the performance of the work of the Agreement, as well as the Grantee's inability to fill the position. Justification may include, for example, documentation of salaries for the same or similar positions in the same geographic area.

- C. The Grantee is unable to perform the work of the Agreement with the existing positions, titles or classifications of staff. The Grantee may add or change a position, title or classification in order to perform work that is already required. The Grantee shall submit to the Department's Project Officer for approval written justification for the request to

reallocate funds in connection with changing or adding a position, title or classification, in sufficient detail for the Department to evaluate the impact of that reallocation on the performance of the work of the Agreement, as well as the Grantee's inability to fill current position. Justification may include, for example, documentation of salaries for the same or similar positions in the same geographic area.

- iii. The number of positions accounted for by any one line item may not be decreased, or consolidated into one position, without prior written approval of the Department.
 - iv. All increases are subject to the availability of funds awarded under this Agreement. The Commonwealth is not obligated to increase the amount of award.
 - v. This paragraph is not intended to restrict any employee from receiving an increase in salary from the Grantee based on the Grantee's fee schedule for the job classification.
8. The Commonwealth shall make payments to the Grantee through the Automated Clearing House (ACH). Within 10 days of the grant award, the Grantee must submit or must have submitted its ACH information within its user profile in the Commonwealth's Master Database. The Grantee may enroll to receive remittance information via electronic addenda and email (e-Remittance). ACH and e-Remittance information is available at the following:
- <https://www.budget.pa.gov/Services/ForVendors/Pages/Direct-Deposit-and-e-Remittance.aspx>.
- a. The Grantee must submit a unique invoice number with each invoice submitted. The Commonwealth shall list the Grantee's unique invoice number on its ACH remittance advice to enable the Grantee to properly apply the state agency's payment to the respective invoice or program.
 - b. The Grantee shall ensure that the ACH information contained in the Commonwealth's Master Database is accurate and complete. Failure to maintain accurate and complete information may result in delays in payments.
 - c. In the event this language conflicts with language contained elsewhere in this agreement, the language contained herein shall control.
- D. The Department's determination regarding the validity of any justification or of any request for approval under this Appendix B (Payment Provisions) is final.