



Kentucky Board of Emergency Medical Services

Ambulance Grant Funding Program

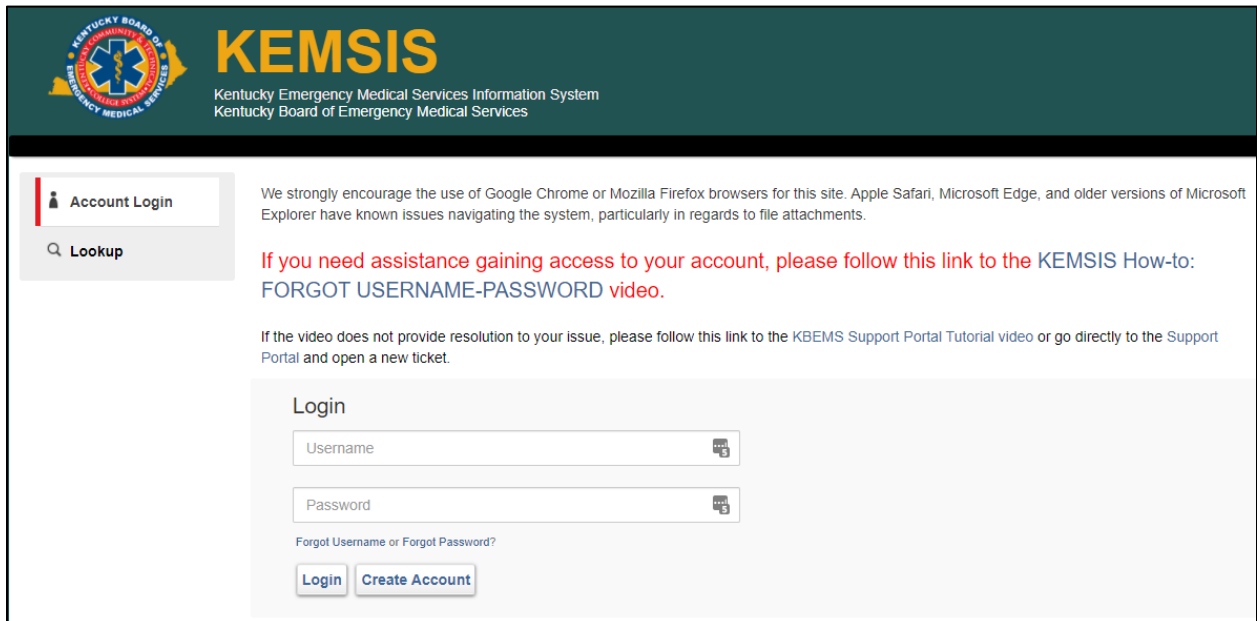
Instructional Document: **Form G-2 Application for Funds** and **G-4 Accountability of Funds**

October 2020

1. Open the KBEMS website using your Internet browser (Chrome or Firefox preferred) and enter <http://www.kyems.com> or simply use a search engine for KBEMS. Once you're at the home page, click the gold KEMSIS hexagon near the middle of the page.



2. Type in your Username and Password. If you need assistance with your account, click the Forgot Username or Password link. Agree to the Data Privacy Statement on the following screen.



3. Click on the Applications tab.

**My Account**

You are logged in. Welcome Johnny Gage.

**My Account**

For more details on any item, click the links on this page or in the left menu.

**Johnny Gage**  
Advanced EMT  
Number: 1117039  
Issued: 01/14/2013  
Expiration: 12/31/2015

No forms pending  
2 Items waiting

4. Click the View Service Applications button for the applicable license.

**Available Applications**

Click "View My Applications" to view your personnel applications, or click one of the "View Service Applications" buttons to view the service licenses you can apply to for that service.

**Gage Jr., Johnny Roderick (1117039)**  
Issue Date: 01/14/2013  
Expiration Date: 12/31/2015

**EMERGENCY! (Test Agency) (9999)**  
Carson, California 90745 -- Expires: 12/17/2016

5. Find and select the **Ambulance Grant Funding Form G-2 FY21-22 and G-4 FY19-20** then click the Apply Now button. **The G-2 and G-4 are both due by January 31, 2021.**

**Ambulance Grant Funding G-2 FY21-22 and G-4 FY19-20**

This Ambulance Grant Funding is both the G-2 Application for Funds for FY21-22 and G-4 Accountability of Funds for FY19-20. The G-2 and G-4 are both due by January 31, 2021 and requires attachment of the G-1 and Substitute W-9, both of which are available on the KBEMS Forms page, along with receipts for prior grant fund usage.

Apply Now

95 days until application period closes

6. Both the G-2 Agency Application for Funds and G-4 Accountability of Funds are contained in this application. **Completion of all sections is required for submission prior to January 31, 2021.**

Ambulance Grant Forms G-2 FY21-22 and G-4 FY19-20


Cover

G-2 Agency Application

G-4 Accountability of Funds

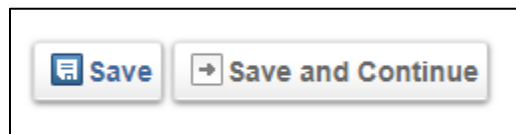
Terms and Submission

▼ Instructions



KENTUCKY BOARD OF EMERGENCY MEDICAL SERVICES  
 AMBULANCE GRANT PROGRAM  
 FY2021-2022 AGENCY APPLICATION (FORM G-2)  
 FY2019-2020 ACCOUNTABILITY OF FUNDS (FORM G-4)

7. Use the buttons at the bottom of the page to save your work and advance through the tabs: Cover, G-2 Agency Application, G-4 Accountability of Funds, and Terms and Conditions.



8. The G-2 will, along with a narrative, prompt you to input item quantity, description, and costs you intend to purchase during the period July 1, 2021 through June 30, 2022.

▼ Item Details

Please enter the Quantity, Description, Cost Per Unit, and Total Item Cost in the fields below. A minimum of one item is required and we ask that you include the FEMA AEL number as appropriate in the description.

Quantity	Description	Cost	Total Cost
1	description	1.00	1.00
1	description	1	1.00

+ Add Another

\*Total Cost of All Items (Quantity x Unit Cost)

\*Have you combined or do you plan to combine funds?

No Combining  
 Yes: July 1 2020-June 30 2021 & July 1 2021-June 30 2022

▼ Narrative

Each application shall include an itemized list of intended purchases and a brief narrative justification for the use of EMS grants funds for those items. An application that does not include the itemized list and the narrative justification must be returned by the board office. If the applicant does not resubmit a revised application by the filing deadline, the application shall be rejected. Only applications submitted by January 31, 2021 shall be eligible for the allocation of grant funds.

\*Narrative

9. The G-2 also requires upload of the G-1 County Application and Substitute W-9 forms which can be downloaded from the [KBEMS website](#).

▼ Attachments - County Government

In order to process the Ambulance Grant Application, you MUST attach a copy of the G-1 signed by the County Judge/Executive, or an authorized agent, to this application. A **KCTCS Substitute W-9** must be completed and on file for the distribution of funds. The Substitute W-9 must include direct deposit information. The Substitute W-9 must be current, if not, attach a current form. Both forms (G-1 and KCTCS Substitute W-9) are available on the KBEMS website.

**KCTCS requires the Substitute W-9 Form with the KCTCS address at the top and KCTCS Logo in the left corner for all Vendor and Suppliers - NO EXCEPTIONS.**

**\*Upload Your G-1 County Application**

Upload File

\*Name

Document Type

Ambulance Grant

**\*Upload Your KCTCS Substitute W-9**

Upload File

\*Name

Document Type

Ambulance Grant

10. To add the G-1 County Application and Substitute W-9, use the corresponding File Upload functions. Type the name of the document “\_\_\_\_\_ County G-1” into the Name box, then click the Upload File Button.


**\*Upload your G-1 County Application**

Upload File

\*Name

Document Type

Ambulance Grant



11. Click the Browse button and follow the prompts to locate the scanned G-1 on your device. Once it is selected, click the Save button.

Browse... Test Data.txt

Max File Size: 50000KB

.BMP, .doc, .docx, .jpeg, .jpg, .mp3, .mp4, .pdf, .png, .ppt, .ppbx, .rtf, .tif, .txt, .xls, .xlsx, .xsl, .zip, image/gif, image/png, x-msdownload, xml - application

Save Cancel



12. The G-4, Section 1, will prompt you to input item quantity, description, and costs you purchased during the period July 1, 2019 through June 30, 2020. If there were no expenditures or combining of funds those circumstances will slightly modify the questions in this section.

**G-4 Section #1: Proof of Expenditure of Funds**

Please indicate which items you have purchased with the Ambulance Block Grant Funds beginning July 1, 2019 through June 30, 2020. These items must match those listed on your G-2 Application for Funds for Fiscal Year beginning July 1, 2019 through June 30, 2020. Appropriate documentation regarding each previously approved and listed expenditure must be accompanied by appropriate upload of each expenditure below in order to be accepted. If you have combined Ambulance Block Grant funds from an earlier or later fiscal year, indicate which years below. Attach receipts for each item in Section 2 below.

\*Did the COUNTY have any KBEMS grant expenditure for the period July 1, 2019 through June 30, 2020?  
 Yes  
 No

\*Did the COUNTY carry over (combine) funds with another period?  
 Yes  
 No

Quantity	Description	Unit Cost	Total Cost
<input checked="" type="checkbox"/> 1	1	1	1
<input checked="" type="checkbox"/> 2	2	2	2

\*Total Cost of All Items

13. The G-4, Section 2, will prompt you to upload proof of expenditures or fund availability, or explain why no funds were expended during the period July 1, 2019 through June 30, 2020.

**G-4 Section #2: Proof of the Availability of Funds**

If applicants and agencies maintain carry-over funds in accordance with KRS 311A.155(5), the applicants and agencies must submit proof of the continued availability of those funds. Failure to submit documents accounting for unexpended grant funds by January 31, 2021 shall make applicants and agencies ineligible for further award of grant funds. Such proof may include a bank statement, a letter from the designated county or government official, a budgetary line-item, or other evidence sufficient to account for the unused carry-over funds.

\*Was the COUNTY or AGENCY awarded any KBEMS grant funds for the period July 1, 2019 through June 30, 2020?  
 Yes  
 No

\*I understand the G4 documentation submitted as Proof of Expenditures must match the actual items listed for purchase on the FY2019/2020 G-2 Application (or G-3 if used).  
 Yes

\*Upload Proof of Expenditure or Fund Availability

\*Name

Document Type

14. Review the information contained on the Terms and Submission page. When you are ready to finish, enter your KEMSIS account password in the box, then click the Submit button to electronically sign the document and upload all the attachments.

Cover G-2 Agency Application G-4 Accountability of Funds **Terms and Submission**

▼ Terms and notification of procedures

By signing below, I understand and agree to the associated statements:

1. All applicants that receive funds and all agencies to which the applicants disperse funds to are jointly accountable for use of the Ambulance Grant Funds.
2. Complete Ambulance Grant applications must be submitted by January 31, 2021. Incomplete applications will NOT be processed.
3. Each AGENCY applicant must submit one county G1 application, one G2 application and one G4 application to be considered complete.
4. Failure to submit documents accounting for grant funds (G4) by January 31, 2021 shall make the applicants ineligible for further award of Ambulance Grant Funds. Late applicants are not eligible for funding.
5. Each licensed EMS AGENCY applicant understands they must comply with the requirements of KRS311A and 202 KAR 7:520.
6. Only documented paid receipts are acceptable as proof of purchases. Unpaid invoices and quotes are not proof of purchase. Canceled checks or store receipts reflecting amount and date paid are acceptable.
7. Kentucky Board of EMS will distribute the funds to the County governments by August 31, 2021 for completed applicants.

▼ Submission

I hereby certify that the information provided on this application is complete and true. I understand that knowingly supplying false information on this application is a violation of KRS Chapter 311A and subjects me to the full range of disciplinary action described therein. I further understand that my application can be returned to me incomplete if I fail to provide all information requested on this application. By signing below, I affirm that I understand KBEMS will use electronic (email) communications as the primary method to communicate with EMS Agencies and Responders as of January 1, 2015. I will make sure the email address on file in KEMSIS is current, accessible, and checked regularly.

\*Signature (Enter your KEMSIS password)

Username: jgage1

Password:

15. A copy of your application form will be emailed to the Service Director, Assistant Service Director(s), and Authorized User(s) identified on the agency roster. The application will remain in the Pending Review status until KBEMS staff review the submission.

**END OF INSTRUCTIONAL DOCUMENT.**

Any questions should be submitted via the KBEMS support portal at <http://support.kyems.com>. You should also view the information contained on the grant information page located at [https://kbems.kctcs.edu/agency\\_operations/grant\\_funding.aspx](https://kbems.kctcs.edu/agency_operations/grant_funding.aspx).